



## ***New Employee Handbook***



**U.S. ARMY  
RESEARCH  
LABORATORY**



**U.S. Army Research Laboratory**

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**New Employee Handbook**

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# 1 Director's Welcome

Welcome to the U.S. Army Research Laboratory (ARL). This handbook has been prepared to welcome you, and provide key information about ARL in a convenient, readable and accessible format. It outlines many of the procedures you may need to ensure a smooth transition into our world-class organization.

This handbook is not the definitive source of answers to all questions that may arise on the job. It was designed to be used as a reference and working guide and to ensure a common understanding of office procedures, work schedules, safety, security and a host of other subjects that you will find useful.

Should you have additional questions after becoming familiar with the handbook, please discuss them with your supervisor. And most importantly, feel free to

make recommendations for any additions that may be useful to fellow employees or future employees who will follow you.

I am pleased you have joined our team of professionals. You will find the work here to be very challenging and extremely rewarding as we pursue future discoveries and innovations for the Soldier of the future.

I am extremely proud of the work accomplished throughout our organization. The Soldiers of today and tomorrow depend on ARL, the Army's corporate laboratory, for the success of the Army of our future.

Best wishes for success in your assignment here at the U.S. Army Research Laboratory.

Dr. Thomas P. Russell  
Director

**"America's Laboratory for the Army ... Many Minds, Many Capabilities, Single Focus on the Soldier"**

*ARL's mission is to  
"provide innovative  
science, technology,  
and analyses to  
enable full-spectrum  
operations."*

# 2 Mission / Vision

The U.S. Army Research Laboratory's (ARL) mission is to **"Provide innovative science, technology and analyses to enable full-spectrum operations."** Our mission statement is simple, but considering the dissimilarity in urgencies of need across our customer base it is complex and difficult to execute. Our team members understand our mission and they are proud of the contributions they are making to the Nation's defense. Providing new or enhanced capabilities for our Soldiers dictates our research program content, recruitment and development of human capital; investments in technical infrastructure; and refinement of our business processes.

ARL's vision is articulated in an overarching theme statement supported by three fundamental objectives that must be achieved if we are to realize the vision. This vision guides organizational alignment and provides a comprehensive framework for critical review of our investments in research programs, technical infrastructure and workforce development.

The theme statement, **Many minds, many capabilities, single focus on the Soldier**, captures the essence of ARL's approach to mission success — we achieve this by generating high quality technology for our Soldiers via the most optimal mix of complementary and collaborative in-house and extramural research. To achieve this, we must be:

**Acknowledged for scientific, technical and analytic excellence.** ARL's workforce must be composed of top-flight, highly productive scientists and engineers (S&Es) if we expect top-tier research organizations to interact and collaborate with them.

Our relationships with quality researchers in the private sector provide the Army with invaluable opportunities to leverage the investment of others and to focus available intellectual talent on the Army's technical challenges.

Those interactions are critical to our mission success and are only possible because the greater research and analysis communities see us as peers. This objective provides the impetus for us to (1) continue to attract, develop and retain the highest caliber technical talent; (2) refresh and enhance our technical infrastructure; and (3) increase the visibility of our research programs, accomplishments and staff through publications and proactive interaction in professional technical societies.

**Recognized as the bridge between the Nation's Science and Technology (S&T) communities and the**

**Army.** We act as the bridge between these two groups and provide a critical linkage that enables new technological capabilities to be provided to Soldiers. This is possible because ARL can be trusted by both the private sector research and development (R&D) community and the Army's technology users. ARL is objective, possesses a high level of integrity and exhibits a high degree of technical competence. These traits are a prerequisite for being the private sector's organization of choice for assistance in transition or maturation of S&T for the Army; they are also required if Warfighters are to trust us to deliver the correct solutions in response to their technology needs. This dual trust and understanding enables us to couple the right sets of technologies to the right set of Soldier needs. To continue our success with this element we must (1) expand and refine partnerships with the private sector in research areas of interest; (2) continue and expand rotational and developmental assignments of staff with both the private sector and other Army organizations; and (3) continue to refine our internal and external knowledge sharing and communications processes.

**The leader in providing innovative solutions for the current and future Army.** The strengths of our results-oriented workforce are the key to our achievements in this objective area. They possess an unparalleled inquisitiveness, the desire to tackle the toughest technical challenges and a focus on providing capabilities for Soldiers. Our successes are due to our researchers' abilities to generate, mature and integrate technologies and to establish and maintain the operational partnerships required to transition or transfer those technologies to the Soldier. To continue to grow in this area we must (1) develop relevant and innovative solutions, which can transition into capabilities for our Soldiers; (2) continue to meet our reimbursable customer's technology needs; and (3) increase external communications focused on the achievements of ARL and its research partners.





## 3 Welcome to the U.S. Army Research Laboratory (ARL)

The U.S. Army Research Laboratory (ARL) is a diverse assortment of unique R&D organizations, and its workforce of engineers and scientists comprises the largest source of world-class integrated research and analysis in the Army. ARL's programs consist of basic research, applied research and analysis.

ARL consists of the Army Research Office (ARO) and six Directorates, all of which are supported by Laboratory Operations.

**Army Research Office (ARO)** – Initiates the scientific and far-reaching technological discoveries in extramural organizations: educational institutions, nonprofit organizations and private industry.

**Computational and Information Sciences Directorate (CISD)** – Scientific research and technology in advanced computing, network and communication sciences, information assurance, and operational environments that create, exploit and harvest innovative technologies to enable knowledge superiority for the Warfighter. CISD's technologies provide the strategic, operational and tactical information dominance across the spectrum of operations.

**Human Research and Engineering Directorate (HRED)** – Scientific research and technology directed toward optimizing Soldier performance and Soldier-machine interactions to maximize battlefield

effectiveness, and to ensure that Soldier performance requirements are adequately considered in technology development and system design.

**Sensors and Electron Devices Directorate (SEDD)** – Scientific research and technology in electro-optic smart sensors, multifunction radio frequency (RF), autonomous sensing, power and energy and signature management, directed towards reconnaissance, intelligence, surveillance and target acquisition (RISTA); fire control; guidance; fuzing; survivability; mobility and lethality.

**Survivability/Lethality Analysis Directorate (SLAD)** – Scientific research and technology in integrated survivability and lethality analysis of Army systems and technologies across the full spectrum of battlefield threats and environments, as well as analysis tools, techniques and methodologies.

**Vehicle Technology Directorate (VTD)** – Scientific research and technology addressing propulsion, transmission, aeromechanics, structural engineering and robotics technologies for both air and ground vehicles.

**Weapons and Materials Research Directorate (WMRD)** – Scientific research and technology in the areas of weapons, protection and materials to enhance the lethality and survivability of the nation's ground forces.

## 4 Laboratory Operations

**Laboratory Operations** – Provides advisory, administrative and service support in the areas of civilian human resources, intelligence and security, equal opportunity employment, resource management, safety and occupational health, protocol, logistics, legal, public affairs and military personnel, assuring uniform policy, processes, internal controls and systems use across ARL sites.

Achieving high standards in all aspects of laboratory operations are a critical underpinning for ARL to be able to develop and transition science, technology and analysis that enable full-spectrum operations. Safety, intelligence and security are top priorities, and subject-matter experts in these areas are embedded at key geographical areas to provide day-to-day support.

The Laboratory Operations' philosophy is to:

- Recognize that our primary customer is always the Warfighter and provide that focus through excellent support to the directorates.
- Ensure support to ARL is consistent, efficient, effective and complies with existing policies and regulations.

- Utilize resources, regardless of site, to maximize support.
- Improve processes through application of lean principles in all aspects of support.
- Maximize support from the Garrisons through cooperative exchanges.





# 4 Laboratory Operations, continued

The Experimentation Support Group (ESG)-APG of ARL Laboratory Operations sits as a tenant on the Aberdeen Proving Ground (APG), MD, installation. The ESG-APG is comprised of the Office of the Chief, Foreign Intelligence and Security, Infrastructure Management (which incorporates facilities, risk management, safety and environmental), logistics, emergency operations center, and visual information.

Further information about APG can be found at the site:

<http://www.army.mil/info/organization/apg/>

Further information about ARL as a tenant of APG can be found at the site:

<http://www.arl.army.mil/www/default.cfm>

## ARL - ESG-APG Laboratory Operations Points of Contact

| Title                                   | Government POC | E-mail                        | Phone #      |
|---|----------------|-------------------------------|--------------|
| Manager, ESG-APG                        | Pam Fry        | pamela.e.fry.civ@mail.mil     | 410-278-5897 |
| Chief, Security Branch                  | Donald Bailey  | donald.r.bailey.civ@mail.mil  | 410-278-6276 |
| Chief, Infrastructure Management Branch | Fred Thompson  | fred.h.thompson.civ@mail.mil  | 410-278-9217 |
| Logistics                               | Donna Bumba    | donna.m.bumba.civ@mail.mil    | 410-278-5744 |
| APG-EOC                                 | Dan Cramer     | usarmy.apg.arl.mbx.arl-apg-oc | 410-278-9529 |

The ESG-WSMR of ARL Laboratory Operations sits as a tenant on White Sands Missile Range (WSMR), NM. The ESG-WSMR functions are comprised of the ESG Manager, Security, Risk Management, Logistics, Foreign Intelligence/Special Security and the Operations Center.

Further information about WSMR can be found at the site:

<http://www.wsmr.army.mil/Pages/Home.aspx>

## ARL - ESG-WSMR Laboratory Operations Points of Contact

| Title                                     | Government POC  | E-mail                          | Phone #        |
|---|-----------------|---------------------------------|----------------|
| Manager, ESG-WSMR                         | Gary Giebel     | gary.d.giebel.civ@mail.mil      | (575) 678-1270 |
| Security                                  | Jeremy Gonzales | jeremy.f.gonzales.civ@mail.mil  | (575) 678-5733 |
| Safety Officer                            | John Olesky     | john.r.olesky4.civ@mail.mil     | (575) 678-4073 |
| Logistics                                 | Terry Tolbert   | terry.w.tolbert.civ@mail.mil    | (575) 678-6893 |
| Foreign Intel/<br>Special Security Office | Jim Rosell      | james.a.rosell.civ@mail.mil     | (575) 678-8846 |
| WSMR-OC                                   | Brian Todd      | usarmy.wsmr.arl.mbx.arl-wsmr-oc | (575) 678-8191 |





## 5 Public Affairs Office

The Public Affairs Office at ARL is the Laboratory's focal point for command and external information, media relations, exhibits and community relations.

### a. Command Information

This team of professionals keeps the workforce and management informed of various aspects of ARL's plans, programs, activities and successes. The PAO uses Dispatches, Special Dispatches, public announcements, information products and ARLInside to accomplish these activities.

### b. External Communications and Media Relations

The Public Affairs Office keeps various external groups and individuals informed of ARL's plans, programs and activities. For example, they coordinate and manage requests by journalists for information and interviews. They also are the ARL liaison to such outlets as RDECOM Magazine and AMC's "The Command Post," and have major responsibilities for generating information posted on ARL's external Web site. Additionally, they produce publications about ARL that are targeted at external audiences. They also work closely with local, regional, national and international news gathering organizations for the dissemination of information about ARL to various publics. If an ARL employee is approached by a member of the media requesting information, that employee must contact

their supervisor and the ARL Public Affairs Office at 301-394-4295/2302/1885/1889.

Note: ARL policy requires that a Form 1 be completed and circulated for signatures by researchers publishing information in an external publication or making a presentation/speech to an external audience.

### c. Exhibits

Additionally, they coordinate and manage ARL's exhibits and marketing activities, which are often held in conjunction with Army or Army-sanctioned professional meetings and conferences. The exhibits program helps build a better understanding of and appreciation for ARL's activities and capabilities among DoD and Army key leaders, Soldiers, and potential partners and collaborators.

### d. Community Relations

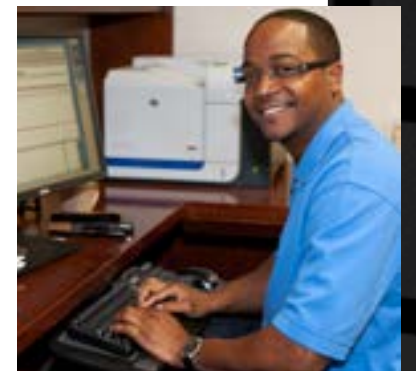
The team also serves as the liaison with neighborhoods and communities that surround ARL. In addition, they conduct and support various community drives throughout the year.



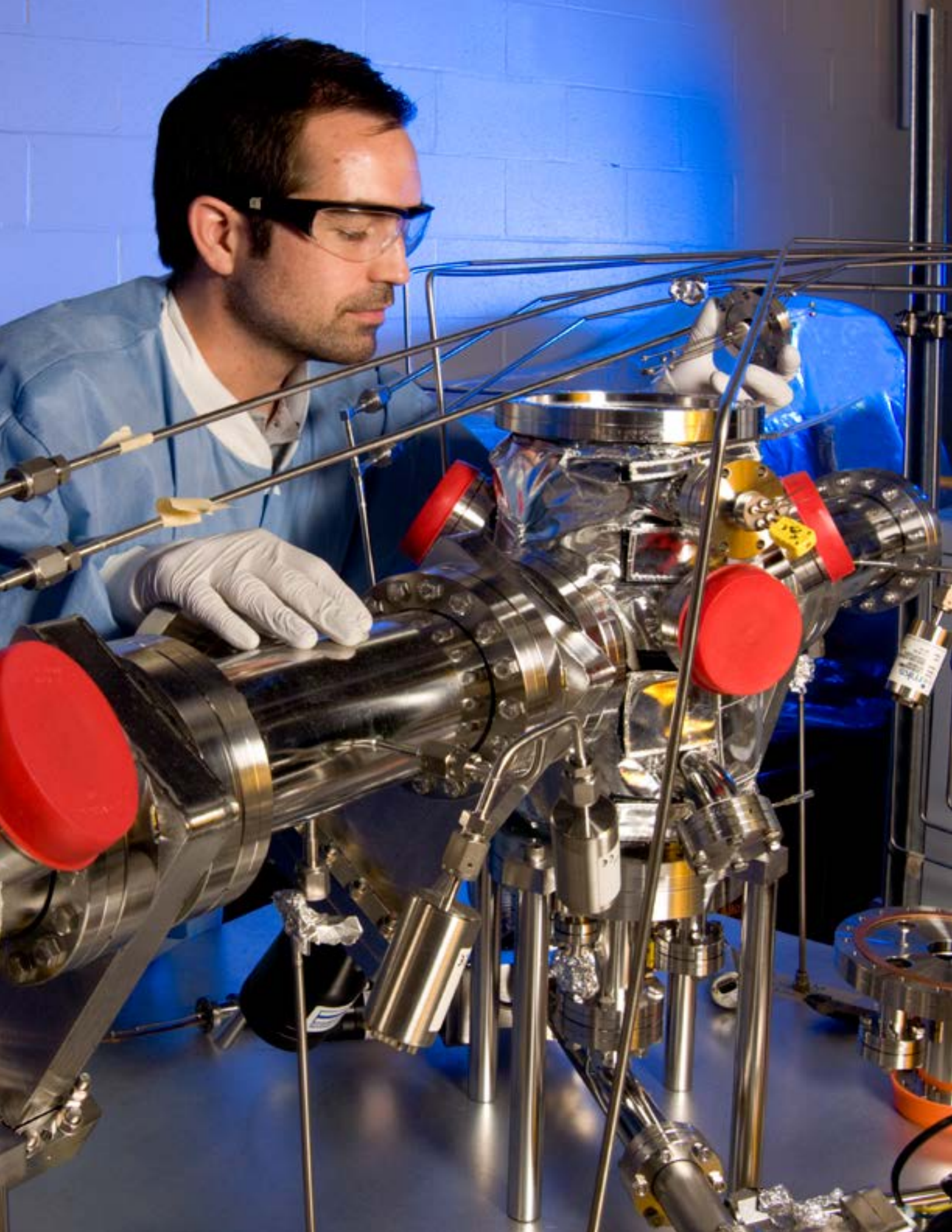


## 6 Civilian Human Resources Agency and Civilian Personnel Advisory Center

Although not an agency at ARL, the **Civilian Human Resources Agency (CHRA)** and **Civilian Personnel Advisory Center (CPAC)** provide direct support. The CHRA and CPAC are the primary contact for matters concerning personnel issues. They provide advisory services to management and employees in all civilian personnel areas to include: recruitment and classification; management/employee relations; labor relations; workers compensation; and benefits (limited advice). Contact your servicing CPAC specialist for more information on these subjects.







# 7 Federal Employment is Different

WELCOME TO THE ARMY TEAM! A team made special by the oath you and others take to support and defend the Constitution of the United States. Those who took the oath and served before you consistently demonstrated the Army Values.

### a. Oath Of Office

"I DO SOLEMNLY SWEAR (OR AFFIRM) THAT I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AGAINST ALL ENEMIES FOREIGN AND DOMESTIC; THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME; THAT I TAKE THIS OBLIGATION FREELY; WITHOUT ANY MENTAL RESERVATION OR PURPOSE OF EVASION; AND THAT I WILL WELL AND FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE UPON WHICH I AM ABOUT TO ENTER, SO HELP ME GOD."

When taking the oath, you accept the same responsibility that our nation's Soldiers and Army civilians have accepted since the Revolutionary War. Just as Army values guide the thinking, behavior and professional ethos of every Warfighter, so will those same values guide the actions of the civilians who support and sustain them. The American people hold the entire Army to a higher standard, not just the front-line Warfighter. The priorities we set, the efficiencies we gain, the continuous improvements we achieve must be attained in concurrence with our Army values. This transformation brings with it many challenges to overcome. Still, we will continually measure ourselves, and our success, by our adherence to those values.



### Army Civilian Corps Creed

I am an Army Civilian – a member of the Army Team.

I am dedicated to our Army, our Soldiers and Civilians.

I will always support the mission.

I provide stability and continuity during war and peace.

I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army.

I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.

I am an Army Civilian.

### b. Code of Ethics

Public service is a public trust. As a Federal employee you have a responsibility to the United States government and its citizens to place loyalty to the Constitution, laws and ethical principles above private gain. You cannot engage either directly or indirectly in any action that conflicts with official duties, represents any private interest, discloses confidential information, obtains privileges for yourself or others, or benefits you financially.

| Army Values      |   |
|------------------|---|
| LOYALTY          | Bear true faith and allegiance to the U.S. Constitution, the Army, your unit, and other Soldiers. |
| DUTY             | Fulfill your obligations.   |
| RESPECT          | Treat people as they should be treated.   |
| SELFLESS SERVICE | Put the welfare of the nation, the Army and subordinates before your own.                         |
| HONOR            | Live up to all the Army Values.   |
| INTEGRITY        | Do what's right – legally and morally.  |
| PERSONAL COURAGE | Face fear, danger or adversity (physical or moral).   |

| ARL Values |  |
|------------|--|
| Dedication | – to the U.S. Army, its values and the Soldier   |
| Respect    | – consideration for individuals – their capabilities, diversity, personal and family lives, and organizational roles and contributions |
| Innovation | – provide a culture that promotes ambitious, creative approaches ensuring technological dominance                                      |
| Integrity  | – steadfast adherence to ethical, moral and legal standards in all scientific, professional and personal pursuits                      |
| Excellence | – an uncompromising commitment to quality  |



# 8 ARL Work Schedules

ARL Memorandum 690-57 provides policy and procedures for the various work schedules available to ARL employees. The purpose of the work/life programs is to help employees balance work and family obligations. Examples of the various schedules include:

## a. Standard Work Schedule

The standard work schedule for full-time ARL employees not participating in any form of flexible or compressed work schedule is Monday through Friday, 7:45 a.m. to 4:15 p.m., with a mandatory 30 minute unpaid lunch period that may be taken at anytime during the workday.

## b. Flexible Work Schedules (FWS)

There are various types of Flexible Work Schedule arrangements that provide different degrees of flexibility, subject to supervisor approval. ARL employees have the option to work a flexitour, the gliding schedule or maxiflex.

(1) Flexitour allows employees to select starting and stopping times within flexible time bands. Once selected, the hours are fixed until the employee and/or supervisor select different starting and stopping times.

(2) Gliding Schedules allow employees to select a starting and stopping time each day, which may change daily within the flexible time band limits.

(3) Maxiflex allows full-time employees to fulfill their 80 hour biweekly basic work requirement on fewer than 10 workdays.

Core hours for all of the above flexible work schedules are from 10:00 a.m. to 2:00 p.m. The flexible time band periods for your arrival time are from 5:00 a.m. to 10:00 a.m., and from 2:00 p.m. to 9:00 p.m. for your departure time.

Supervisors are responsible for staggering employee tours of duty so there is adequate coverage within their organizations throughout the workday. Your flexible schedule hours are subject to change by ARL management for mission or security-related reasons.

The above flexible work schedules also afford employees the option of earning and using credit hours. Credit hours are extra hours which the employee voluntarily elects to work (with supervisory approval) during the flexible time band periods to vary the length of a subsequent work day or work week. Up to 24 credit hours (total) may be

carried forward from one pay period to the next. SES/ST employees are not eligible for credit hours nor are employees working a Compressed Work Schedule (i.e., 5/4-9 or 4/10 work schedule).

## c. Compressed Work Schedules (CWS)

Compressed Work Schedules enable employees to fulfill their biweekly basic work requirements in fewer than 10 days. ARL employees have the option of working the following compressed work schedules:

(1) The 5/4-9 CWS which consists of eight 9-hour workdays, one 8-hour workday, and one regular day off (RDO) per pay period. Your 8-hour work day must be the same day as your regular day off (RDO) for the pay period. For example, if your RDO is Friday, your 8-hour day must also be on a Friday. The schedule may be established to accommodate any day off during the biweekly pay period. Once established, your tour of duty under CWS is considered a "fixed" work schedule.

(2) The 4/10 CWS allows full time employees the option to work four 10-hour work days each week with one regular day off (RDO). This schedule may be established to accommodate any two-days off during the biweekly pay period. Once established, your tour of duty under CWS is considered a "fixed" work schedule.

## d. Part-Time Employment

Part-time career employment is regularly scheduled work from 16 to 32 hours per week. Any job may be filled by a part-time employee or a team of job sharers, provided the arrangement does not adversely impact mission accomplishment and meets the needs of the directorate/office mission and the employee(s).

## e. Telework

Telework is the ability to perform work at a location other than the "official duty station." With portable computers, high speed telecommunications links and ever-present pocket communications devices, many employees today can work almost anywhere at least some of the time, including Telework Centers managed by the General Services Administration (GSA).

For additional information on ARL Work Schedules, view ARL Memorandum Number 690-57, ARL Work/Life Programs, at: <https://arlinside.arl.army.mil/inside/formspubs/epubs/ARL-Memo%20690-57.pdf>.

# 9 Employee Benefits

## a. Army Benefits Center - Civilian (ABC-C)

The Army Benefits Center - Civilian (ABC-C) is a fast, convenient, self-service system that allows you to obtain general benefits information, access personal information and conduct benefits transactions by using a computer or a touch-tone telephone.

The center administers all benefits, to include Federal Employee Health Benefits (FEHB), Federal Employees Group Life Insurance (FEGLI), Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS) and the Thrift Savings Plan (TSP).

The ABC-C is located at Fort Riley, Kansas. Employees may contact them via telephone (IVRS) at 1-877-ARMY CTR (1-877-276-9287) or via the Internet at <https://www.abc.army.mil> (EBIS).

**Interactive Voice Response System (IVRS):** The Interactive Voice Response System (IVRS) is an automated self-service program you can access from a touch-tone telephone system. Unlike the Web, IVRS allows you to transfer to a benefits counselor for additional assistance.

**Employee Benefits Information System (EBIS):** The Employee Benefits Information System (EBIS) is designed to provide Federal employees general and personal information regarding their retirement and benefits. The EBIS is accessed via the ABC-C Web site, and is the mechanism used to obtain a comprehensive personal statement of your retirement and benefits, review and make benefits elections, fill and/or print benefits related forms, use a variety of retirement and TSP calculators, and personalize your information that is used in EBIS.

## b. Federal Employees Health Benefits (FEHB)

As a permanent or term employee, you may elect health insurance coverage without a medical examination or restriction because of age, current health or pre-existing conditions. You have 60 days from the date of your appointment to enroll. Once you elect your health insurance coverage plan, it will be effective at the beginning of the next pay period. You will not have coverage until you make the election; therefore, it is important you make your decision as soon as possible.

The Federal Flexible Benefits Plan ("FedFlex") enables eligible employees to pay for certain out-of-pocket expenses (such as health care) with pre-tax dollars.

Health insurance is an important benefit. You and the government share the cost of this benefit. The government's share may not exceed 75% of the total enrollment cost and you pay the remaining amount. There are many plans available. Your choices range from a Health Maintenance Organization (HMO) to a Fee for Service Plan. You must review the various plans and make a determination of what is best for you. If you do not enroll within the 60-day time frame, you will not be able to elect coverage until there is an open season or you have a life event that would allow you to enroll. Open season occurs each year from the Monday of the second full workweek in November to the Monday of the second full workweek in December. It is your responsibility to notify the Army Benefits Center - Civilian in a timely manner when significant life events occur that may affect your benefits.

For more information, contact your respective CPAC Human Resources Specialist, [https://arlinside.arl.army.mil/inside/personnel/CPAC/cpac\\_main.htm](https://arlinside.arl.army.mil/inside/personnel/CPAC/cpac_main.htm) or the Army Benefits Center - Civilian (ABC-C) at 1-877-276-9287, <https://www.abc.army.mil> or the Office of Personnel Management (OPM) at <http://www.opm.gov/insure/>.

## c. Federal Employees Group Life Insurance (FEGLI)

As a new permanent or term employee, you are automatically enrolled in Basic Life Insurance unless you waive the coverage. Within the first 31 days after your eligible appointment, you may waive or elect optional insurance coverage. You may elect coverage without a medical examination, so don't worry about any pre-existing medical condition. Any options not elected will be deemed as waived. To elect options, you must also have Basic coverage. The amount of your Basic Coverage is your annual salary, rounded up to the next \$1,000, plus \$2,000. (Example: annual salary is \$25,982 rounded up to \$26,000 plus \$2,000 equals \$28,000 worth of insurance.)

Option A - Standard life insurance in the amount of \$10,000.

Option B - Additional coverage allows you to choose from one to five times your salary. If you chose two times, it would mean your annual salary rounded up to the next thousand, times the number elected. (Example: annual salary of \$25,982, rounded up to \$26,000 times two would equal \$52,000.)



# 9 Employee Benefits, continued

Option C - Permits you to insure your eligible family members. You may elect one to five (1 to 5) multiples of the following: \$5,000 for spouse, \$2,500 for dependent children. If you are unmarried and later marry, or acquire a dependent child, you may elect family coverage.

To change your insurance coverage you must:

- 1) Wait for an open enrollment, which is relatively rare, or
- 2) Experience a life event such as marriage, birth or adoption of a child, divorce, or death of spouse, or
- 3) Wait at least one year from the effective date of your last election and obtain a physical at your own expense using form SF- 2822. If the results are approved you will be enrolled in Basic and you may elect Option A or Option B. You may NOT elect Option C.

Cost of the basic life insurance is based on the total amount of your coverage \$.165 per \$1,000. The cost of the options is based on your age, increasing in five-year increments (40, 45, 50, etc.). The effective date of the increase in cost is always January following your birthday.

For more information, contact your respective CPAC Human Resources Specialist or the Army Benefits Center – Civilian (ABC-C) at 1-877-276-9287, <https://www.abc.army.mil> or OPM at <http://www.opm.gov/insure/archive/life/index.asp>.

## d. Federal Employees Dental and Vision Program (FEDVIP)

FEDVIP is a voluntary program that provides you with supplemental dental and/or vision insurance coverage. Premiums are withheld on a pre-tax basis and you have a choice for yourself, yourself plus one, or yourself and all your family members.

Federal employees eligible for FEHB may enroll in FEDVIP.

Eligible employees have 60 days from appointment date to apply.

If you do not enroll during the initial enrollment period, your next opportunity to enroll will be during the annual open season (coincides with the FEHB open season) or you must experience a Qualifying Life Event.

A summary of available plans and brochures from which you may choose are available at <http://www.opm.gov/insure/dental/chooseindex.asp>.

For more information go to: <https://www.benefeds.com/>; or call 1-877-888-FEDS.

## e. Thrift Savings Plan (TSP)

TSP is a tax-deferred retirement savings plan. Contributions to TSP are optional, but they are a major component of your retirement system. Employees covered under both FERS and CSRS are eligible to contribute to TSP. After a waiting period, FERS employees are also eligible for Agency contributions to their TSP accounts, including an automatic 1% Agency contribution and potential matching contributions.

As a new employee, you must complete and return TSP-1, TSP Election Form, to begin TSP contributions.

Elections begin on the first day of the first pay period after the Army Benefits Center receives your form.

About six weeks after your contributions begin the TSP Service Office will send you account information. They will also send you a TSP PIN number. You may use the PIN to access your account and allocate your contributions to different TSP funds. You may change your allocations to the TSP funds at any time once your account is opened.

You may start, stop or change your TSP contributions at any time using the Army Benefit Center's Employee Benefits Information System (EBIS).

Information about TSP may be obtained from your respective CPAC Human Resources Specialist, the Army Benefits Center Web site <https://www.abc.army.mil>, or [www.tsp.gov](http://www.tsp.gov).

## f. Federal Long Term Care (LTC) Insurance

The Federal Long Term Care Insurance Program (FLTCIP) provides services including home care, adult day care, and facility care. There are many plan features to choose from. If you are newly employed in a position that conveys eligibility for FEHB coverage, you can apply for LTC insurance even if you don't enroll in the FEHB program.

Eligible employees (and their spouse) have 60 days from appointment date to apply for LTC insurance using the

abbreviated underwriting application with only a few health-related questions.

If you apply after the 60-day period, you must use the long underwriting application with numerous health-related questions, and possibly a review of medical records and/or an interview with a nurse.

Enrollment is available for qualified relatives including your spouse, adult children, parents, parents-in-law, and stepparents.

For more information and on-line application, please visit <http://www.ltcfeds.com/> or call 1-800-LTC-FEDS.

## g. Flexible Spending Accounts

The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. You may choose to make a voluntary allotment from your salary to your FSAFEDS account(s). You will not pay employment or income taxes on your allotments and your employing agency also avoids paying employment taxes.

Two FSAs are being offered to eligible employees:

A Health Care FSA (HCFSA), through which you may use pre-tax allotments to pay for certain health care expenses that are not reimbursed by FEHB or any other source and not claimed on your income tax return. The maximum amount you may set aside in any tax year is \$5,000 and the minimum is \$250.

A Dependent Care FSA (DCFSA), through which you may use pre-tax allotments to pay for eligible dependent care expenses. The maximum amount you may set aside in any tax year is \$5,000 (\$2,500 if you are married and filing a separate income tax return) and the minimum amount is \$250.

Federal employees eligible for FEHB may enroll in the HCFSA. Most Federal employees may enroll in a DCFSA, even if they are not eligible for FEHB.

Eligible employees have 60 days from appointment date to apply for an FSA.

If you do not apply during the initial enrollment period, you may later enroll during the annual open season (coincides with the FEHB open season).

FSAs are not carried over from one plan year to the next, so each fall during the annual open season

you must make a new election for the upcoming plan year.

For more information and the on-line application, please visit <https://www.fsafeds.com/fsafeds/index.asp> or call 1-877-FSA-FEDS.

## h. Workers' Compensation

As an employee of ARL, you are covered by the Federal Employees Compensation Act. This Act provides compensation under certain conditions for injuries or diseases that are sustained as a direct result of performing your job. The CA-11, When Injured at Work Information Guide for Federal Employees, may be viewed at or acquired from the following Department of Labor Web site: <http://www.dol.gov/esa/regs/compliance/owcp/ca-11.htm>.

Every job-related injury must be reported immediately to your supervisor. If you are injured on the job you are entitled to immediate first aid, medical or hospital care, if/as needed.

Workers' Compensation forms may be obtained from the Workers' Compensation Office on the installation or from the DOL Web site at <http://www.dol.gov/library/forms/FormsByNum.asp>. Scroll down to the appropriate CA form then right click on the form for viewing/printing.

For further information or forms please call the ARL FECA Program Manager, PECP-NER-F, Bldg. 601, 205E at (301) 394-2817.

## i. Death Benefits

The benefits available to your survivors, if you die while employed in the Federal service, will depend on varying factors. Most survivors will be entitled to continuation of any Federal health plan you may have had. If you elected to have Federal Employees Group Life Insurance (FGLI), coverage will be payable in the amount of the gross annual salary at the time of death plus \$2,000 and any additional coverage you may have elected. Benefits as a result of the Civil Service Retirement System or the Federal Employees Retirement System will depend on the rate of pay and the total service at the time of death. Benefits will also be payable if you had any unused amount of annual leave.

For more information, contact your respective CPAC Human Resources Specialist or the ABC-C at 1-877-276-9287 or <https://www.abc.army.mil>.



# 10 Equal Employment Opportunity

The U.S. Army Research Laboratory is committed to fair treatment and Equal Employment Opportunity (EEO) for all employees. ARL further supports the Department of Army (DA) policy to develop initiatives to overcome the effects of past and present discriminatory practices, policies, or other barriers to equal employment opportunity. These affirmative programs are to be designed to work toward achievement of a workforce at all grade levels and occupational categories that are representative of the appropriate civilian labor force. The objectives of the DA EEO program are straightforward. The first is to provide a full and fair opportunity for all employees, regardless of race, color, religion, sex, national origin, age or disability to contribute to the extent of their abilities in pursuing a career in the Federal service. The second is to provide for the non-discriminatory treatment of all employees in the course of carrying out their duties in the Federal workplace. These two objectives require that employees not be unfairly limited in obtaining employment or in career advancement, consistent with their performance and abilities, and that they be treated in a fair and non-discriminatory manner while performing their duties.

Management has the responsibility to:

- Promote equal employment opportunity for all persons in the workplace.
- Provide maximum opportunities at all levels of the organization.
- Eliminate any real or perceived barriers that may deny that opportunity.
- Focus on hiring and maintaining a work force that reflects our diverse population.
- Provide a work environment free of discrimination and harassment of any kind, as well as empower employees with the means necessary to reach their full potential.

Employees also have the responsibility to:

- Maintain sensitivity to the cultural differences among members of the work force and value their contributions.
- Treat each other with decency and respect.

Non-compliance with the EEO program policy is normally considered some form of discrimination. If you feel you have been discriminated against on the basis of race, color, national origin, religion, sex, age, disability

or reprisal for prior protected EEO activity, you must contact the ARL EEO Office within 45 calendar days of the date of the alleged discriminatory event, the effective date of a personnel action, or the date that you became aware, or reasonably should have become aware of, the discriminatory event (including sexual harassment) to make a complaint. The EEO Office will attempt to resolve this matter either through traditional EEO counseling or through Alternative Dispute Resolution (ADR) methods.

## a. Complaints by Civilians Alleging Sexual Harassment

DA policy defines sexual harassment as influencing, offering to influence or threatening the career, pay or job of another person (woman or man) in exchange for sexual favors, or deliberate or repeated offensive comments, gestures or physical contact of a sexual nature in a work or duty-related environment. Sexual harassment violates acceptable standards of conduct required of all Army personnel and interferes with mission accomplishment.

If you are being sexually harassed, tell the harasser to stop. If the harassment continues, report it to your supervisor or the ARL EEO Office and get help. If you observe sexual harassment, report it to your supervisor or the ARL EEO Office so that appropriate action can be taken.

## b. Reasonable Accommodation for Individuals with Disabilities

ARL complies with the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA). The ARL EEO Office assures that individuals with disabilities (employees and applicants for employment) are provided reasonable accommodations, whenever possible, in the workplace and in employment-related situations in a timely manner. The reasonable accommodation process is initiated when a person with a disability indicates the need for an adjustment or a change at work or in the application process for a reason related to a medical condition.

## Resources:

- ARL EEO Policy Letter
- ARL Policy on Prevention of Harassment
- ARL Individuals with Disabilities and Disabled Veterans Policy
- AR 690-600





# 11 Employee Leave Entitlements

## a. Annual Leave

As an Army employee, you are entitled to earn annual leave for your use. Although you automatically earn annual leave and are entitled to use it, your supervisor has the right to schedule and control its use. There is no automatic right to use annual leave at a particular time of your choosing, and therefore you must first obtain your supervisor's permission to use it.

You need to request annual leave in advance by filling out and giving your supervisor an OPM Form 71 or via e-mail request, depending on your supervisor's preference. Annual leave must be requested far enough in advance so that your supervisor can schedule the work of your organization.

OPM Form 71 can be obtained at: <http://www.opm.gov/oca/leave/html/formindx.asp>.

Sometimes it is difficult to schedule annual leave in advance. To make emergency requests for annual leave, contact your supervisor by phone during the first two hours of your scheduled tour of duty. Contacting coworkers to request annual leave is not appropriate unless they have been designated as acting chief, as only supervisors can approve leave.

As a new full-time Army employee you will earn four hours of annual leave per pay period (two weeks) for your first three years of employment. Employees earn six hours per pay period with three to 15 years of service and eight hours per pay period for service over 15 years.

Only employees with regularly prescribed tours of duty earn annual leave. Employees with an intermittent tour of duty, regardless of appointment type, do not earn annual leave. Part-time employees earn annual leave on a pro-rated basis.

In order to properly manage annual leave within his/her organization your supervisor:

- 1) must ensure that leave schedules are spread out to avoid interference with the workload of the organization.
- 2) may have to disapprove leave requests based on workload or staffing shortages.
- 3) may have to cancel approved leave based on workload or staffing shortages.
- 4) must ensure that employees use enough leave to avoid forfeiting hours under the "use or lose" rule.

5) must make sure that the employee's use of annual leave is properly documented on a leave request form (OPM Form 71) and signing/certifying time cards.

You may accumulate up to 240 hours in any one leave year. Any annual leave over that amount will be forfeited when the leave year ends. The leave year ends on the day before the first pay period in January.

For more information, contact your supervisor or visit the following Web sites: <http://cpol.army.mil/library/permis/5011a.html> or <http://www.opm.gov/oca/leave/HTML/factindx.asp>.

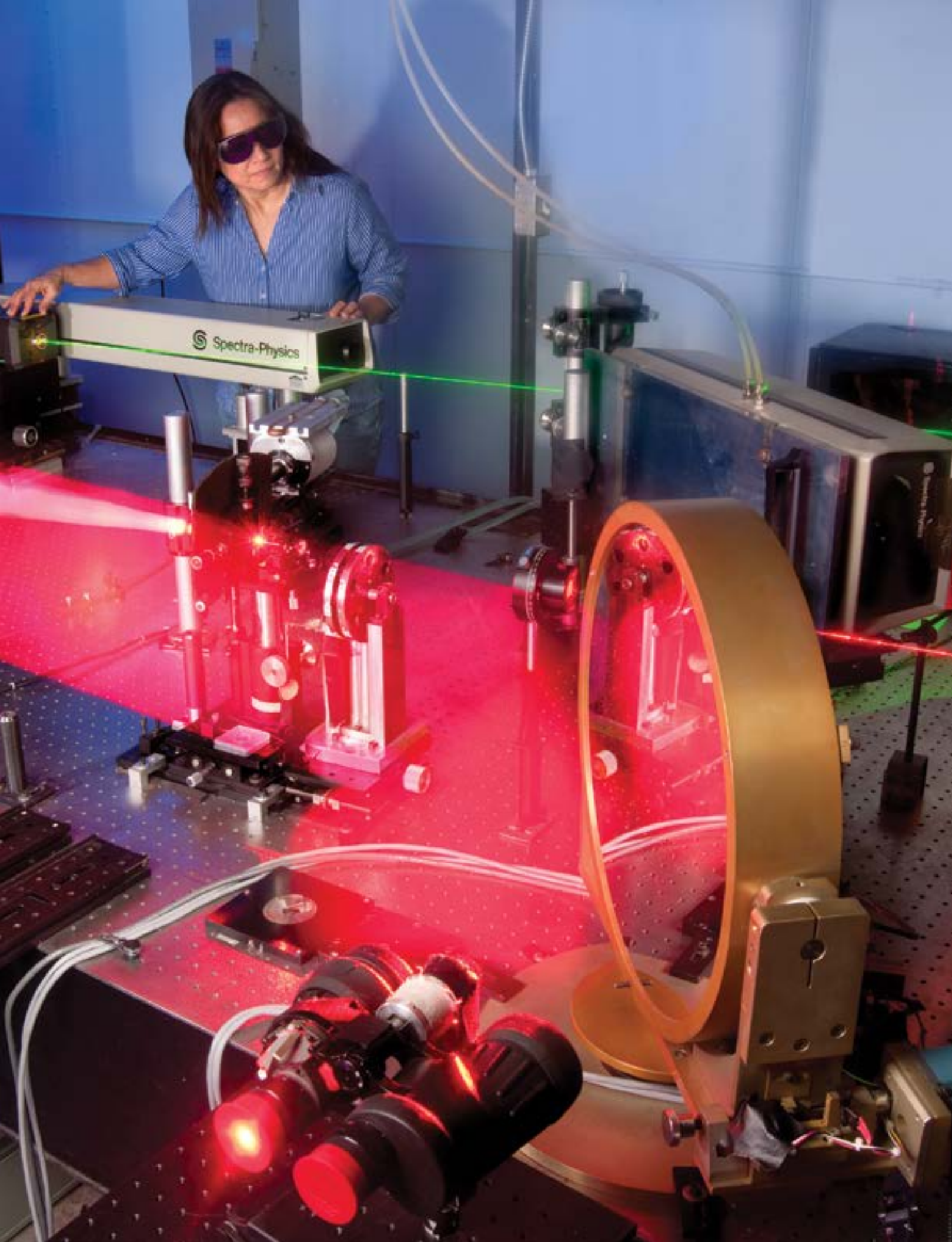
## b. Sick Leave

As an Army employee, you earn sick leave and are entitled to use it when you are incapacitated for duty by illness or injury, or are caring for a family member who is suffering from a serious health condition or contagious disease. You are also eligible to use sick leave to receive medical, dental or optical treatment or examination with supervisory approval.

Federal employees earn sick leave at different rates, depending on the number of hours they work. Full-time employees earn four hours sick leave per pay period. Part-time employees earn sick leave on a pro-rated basis linked to the number of hours the employee works each pay period. Unlike annual leave, you may accumulate an unlimited amount of sick leave and are encouraged to do so.

Rules governing sick leave:

- 1) You are not free to take sick leave whenever you feel it appropriate to do so. Sick leave must be requested and approved by your supervisor. This means that when you are ill or injured you must contact your supervisor within two hours of the beginning of your scheduled workday, to inform your supervisor of the problem and to request leave. Calling a co-worker is not appropriate. Only your supervisor or designated acting supervisor is authorized to grant sick leave.
- 2) Your supervisor may disapprove your request to use sick leave for voluntary activities such as prescheduled examinations, if your absence would interfere with the operation of the work unit.
- 3) For non-emergencies you must request sick leave in advance using OPM Form 71 or via e-mail request, depending on your supervisor's preference. Although sick leave may be approved retroactively for legitimate reasons, failure to follow established sick leave request procedures





# 11 Employee Leave Entitlements, continued

might result in your receiving counseling or disciplinary action.

4) Normally you do not have to provide medical documentation for absences of less than three days. However, you may be required to provide your supervisor with supporting evidence from a medical practitioner of all illness, injury or treatment for extended absences (three or more days).

5) You are strongly encouraged to save your sick leave for medical emergencies. Do not treat sick leave as another form of annual leave. If you develop an apparent pattern of sick leave abuse, your supervisor can place you on special leave procedures or leave restriction that requires you to obtain medical documentation from a medical practitioner in support of every sick leave request.

6) Your supervisor can require medical documentation at any time from a medical practitioner in situations in which it appears that you may not actually be ill or injured.

7) If you appear to have a possible drug or alcohol problem in connection with your leave usage, your supervisor must refer you to the installation employee assistance program. If you or the installation employee assistance program confirm that you have an alcohol or drug problem, the organization will "reasonably accommodate" you in an effort to assist in your rehabilitation.

For further information, contact your supervisor or visit the following Web site: <http://cpol.army.mil/library/permis/5018.html>.

## c. Advance Sick Leave

If you have exhausted your sick leave balance, you may request up to 30 days advance sick leave in connection with a serious illness, injury or disability, or for purposes related to adoption of a child. To approve advance sick leave, your supervisor must certify that you are expected to continue employment with the Army long enough for you to pay back the advanced sick leave following recovery.

You must request advance sick leave on OPM Form 71, Request for Leave or Approved Absence, following the same procedures that you use for requesting sick leave. Your request must also include a prognosis from your doctor stating when you will be able to return to work. Your supervisor must forward your request for advance sick leave in excess of 40 hours through your chain of command to the appropriate level for approval. See ARL Pamphlet 690-38, paragraph 1-10 for approval levels.

## d. Advance Annual Leave

If you have exhausted your annual leave, you may request to be advanced annual leave in the amount that you would be expected to accrue during the remainder of the leave year. Approval of requests for advanced annual leave is at the discretion of your immediate supervisor or higher authority, depending on the amount of annual leave being requested. Regardless of the circumstances, you do not have a right to receive advance leave. Factors to be considered by the immediate supervisor include the expectation that you will return to work, the need for your services, and the fact that ARL has no authority to require repayment of the amount of leave paid to you if you are separated due to disability or illness.

You may request advanced annual leave using OPM Form 71 or via e-mail, depending on your supervisor's preference. You must also include a signed copy of ARL Form 184-R-E, "Repayment of Advanced Leave" showing that you understand your obligation to repay the advanced leave in full before leaving Government service. (See ARL Pamphlet 690-38, Appendix E.)

## e. Leave Without Pay (LWOP)

LWOP is approved absence from work, but without pay or charge to annual leave. There are several things to keep in mind about LWOP:

- 1) LWOP is voluntary. Your supervisor cannot place you on LWOP unless you request that he/she do so.
- 2) Your supervisor cannot place you on LWOP as a disciplinary penalty or require you to request it.
- 3) You request LWOP from your supervisor on OPM Form 71 the same as requesting any other leave.

You are not legally entitled to LWOP except under Family Medical Leave Act (FMLA). This means that the determination of whether to approve a request for LWOP is entirely up to the supervisor. It is a privilege management can choose to extend on a case-by-case basis, except for the following situations where the Army has authorized supervisors to approve LWOP for their employees:

- 1) Disabled veterans for medical treatment if employee's sick leave balance is depleted.
- 2) Reservist and National Guard personnel for performing military duty if the employee's military leave has been depleted.
- 3) Career, career conditional and excepted service

employees with competitive status are granted 90 calendar days of LWOP when they are relinquishing their position to accompany head of household when they move, if they intend to seek Federal employment in their new location. The original 90 days LWOP may only be extended by the ARL Director. You must submit a resignation Request for Personnel Action (RPA) effective the end date of the requested LWOP to receive this benefit.

- 4) Employees pending final action by Office of Workers Compensation on a claim resulting from an employment connected injury or disease.
- 5) Employees pending final action on a claim for disability retirement to protect an employees' status and benefits.
- 6) Employees requesting LWOP for FMLA.

Extended periods of LWOP will impact your service computation date, waiting period for within-grade increases, and accumulation of annual and sick leave.

For more information, contact your respective CPAC Human Resources Specialist or go to <http://cpol.army.mil/library/permis/5016.html> or <http://www.opm.gov/oca/leave/HTML/lwop.htm>.

## f. Family Friendly Leave Act (FFLA) 1994

The FFLA permits full-time employees to use a total of up to 40 hours (five workdays) of sick leave each year to care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth; assist a family member who receives medical, dental, or optical examination or treatment; make arrangements for or attend the funeral of a family member.

In addition, the regulations allow a full-time employee who maintains a balance of at least 80 hours of sick leave to use an additional 64 hours (eight workdays) of sick leave per year for these purposes. This brings the total amount of sick leave available for family care or bereavement purposes to a maximum of 104 hours or 13 workdays per year.

You request FFLA from your supervisor on OPM Form 71 using the same procedures as requesting sick leave.

For further information, contact your respective CPAC Human Resources Specialist or visit the following Web site: <http://cpol.army.mil/library/permis/5011a.html> or <http://www.opm.gov/oca/leave/HTML/factindx.asp>.

## g. Family and Medical Leave Act (FMLA) 1993

The FMLA provides full-time Federal employees with

entitlement to 12 workweeks of unpaid leave (LWOP) during any 12-month period for reasons including, but not limited to, the following:

- 1) The birth of a son or daughter or the care of such son or daughter.
- 2) Placement of a son or daughter with the employee for adoption or foster care.
- 3) Care of spouse, son, daughter, or parent of the employee who has a serious health condition.
- 4) A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

Under certain conditions, FMLA leave may be taken intermittently, or the employee may work under a work schedule that is reduced by the number of hours of leave taken as family and medical leave. You may elect to substitute annual leave and/or sick leave, consistent with current laws and regulations, for any unpaid leave under the FMLA. FMLA leave is in addition to other paid time off available to you.

Requests for FMLA must be submitted by the employee to the supervisor using OPM Form 71 and the U.S. Department of Labor Form WH-380-E or WH-380-F depending on the reason for the request.

For more information, contact your respective CPAC Human Resources Specialist or see ARL Pamphlet 690-38, Appendix K, available at the following website: <https://arlinside.arl.army.mil/inside/formspubs/epubs/ARL-PAM-690-38.pdf>.

## h. Administrative Leave (Excused Absence)

Commonly used to refer to a broad variety of situations in which managers and supervisors are authorized to excuse employees from their work without charge to leave or loss of pay.

All employees are eligible to receive an excused absence or administrative leave regardless of the type of appointment or length of service. Excused absences are authorized on an individual basis, except where the installation (ALC, APG, WSMR, etc.) is closed or a group of employees on a specific project or work locations are excused from work.

There is a broad range of situations in which supervisors can grant administrative leave or excused absence. The more common situations are:

- 1) You are authorized up to four hours excused absence for blood donation and recovery time.



# 11 Employee Leave Entitlements, continued

- 2) Your supervisor can excuse your late arrival because of particularly bad weather and associated traffic problems for up to one hour. On a larger scale the Installation Commander may excuse all employees on the installation for the entire day and the ARL Director may allow ARL employees to leave early due to weather or emergency situations. If you are on approved leave during a duty day and an excused absence is granted, you cannot have your leave converted to excused absence (see page 23 for more information).
- 3) You may be authorized up to a full day of excused leave to vote in Federal and State elections if your polling times make it impossible for you to vote before or after your duty day.
- 4) You can be excused to participate in agency-sponsored activities.

For more information on this subject see ARL Pamphlet 690-38: <https://arlinside.arl.army.mil/inside/formspubs/epubs/ARL-PAM-690-38.pdf>.

### i. Court Leave

Court leave is an excused absence from duty without loss of pay or charge to annual leave to perform jury duty in a Federal, State, Municipal or Military court.

If you are called to serve as a witness for the United States, state or local government in your official capacity, you are on official duty and not charged leave.

You are not eligible for court leave to serve as a witness on behalf of a private party that does not involve the Federal, state or local government, and if you are not testifying in an official capacity.

If you are a permanent or temporary employee with a regularly scheduled tour of duty, you are eligible for court leave. Court leave is granted only for absences during the hours you would be in a pay status. If you are on call for jury duty but are excused from serving during a workday you are expected to return to work, provided there are at least two hours remaining in your daily tour. You may request annual leave for this time from your supervisor by calling him/her for approval.

You request court leave from your supervisor on OPM Form 71 and attach a copy of your court summons to the request. You must provide your supervisor with written evidence of attendance at court upon return to duty. Normally, a statement may be obtained from the court clerk showing the dates and hours of service.

For more information on this subject go to the following Web site: <http://cpol.army.mil/library/permis/5015.html>.

### j. Military Leave

Military leave is available, if you are a member of the Reserve Forces or National Guard, to perform military duty or to participate in required military training. Military leave is only available to full-time, part-time, or indefinite employees who do not have an intermittent work schedule and whose appointment is for more than one year.

When you use military leave, there is no loss of pay including normal overtime earnings without charge to annual leave. You can earn a maximum of 15 days military leave per calendar year and if it is not used, you can carry over up to 15 days for use in the next calendar year. Military leave is used in increments of one hour.

If you volunteer for military duty, rather than being ordered to duty, you are still entitled to military leave. You request military leave on OPM Form 71 and must attach a copy of your orders for military duty or training. Your orders must show the dates and place of duty or training.

You are required to submit certification by the appropriate military officer as evidence the military duty was performed in addition to your OPM Form 71. In the case of individual training (IDT), orders are not generally issued, therefore you must submit DD Form 1380 Record of Individual Performance of Reserve Training or a memorandum from your Commanding Officer certifying training in addition to your OPM Form 71 to your supervisor.

For more information on this subject go to the following Web site: <http://cpol.army.mil/library/permis/5017.html>.

### k. Holiday Leave

The Federal holidays are listed in the table on page 23. If your work schedule is Monday through Friday, a holiday which falls on Saturday will be observed the preceding Friday; if a holiday falls on Sunday, it will be observed on the following Monday. For more information see <http://www.opm.gov/fedhol/index.htm>.

If you are on a compressed work schedule and your Regular Day Off (RDO) is on a Monday and the holiday falls on a Monday, then the preceding work day (i.e., Friday) becomes your "in lieu of" holiday. If your RDO is on a Friday and the holiday falls on a Friday, then Thursday becomes your "in lieu of" holiday. Holidays float, RDOs do not.

### l. Leave Status During Activity Closing

If the Installation closes during duty hours, whether you will or will not be charged annual leave depends on your

duty or leave status at the time of dismissal. If you:

- 1) Are on duty when the activity closed, there is no charge to leave for the remaining hours of your tour of duty following dismissal.
- 2) Are on scheduled leave for the entire day (annual or sick), then your entire absence is charged to the appropriate leave category.
- 3) Are on duty and depart on leave after official word is received but prior to the time set for early dismissal, leave is charged only from the time you departed until the time set for early dismissal.
- 4) Are scheduled to report for duty after an initial period of leave (e.g., sick leave for a medical appointment) and dismissal is given before you can report, leave is charged until the time set for dismissal.
- 5) Are an approved teleworker (including ad hoc/situational telework and medical telework) and are already teleworking from an approved telework site, you are expected to continue teleworking for the remainder of your tour of duty for that day.

If the decision to close is made during off-duty hours, and you are advised that the activity will be closed for the entire day, you will be placed on administrative leave, regardless of what your leave status was to be for that day, unless you are an approved teleworker. Approved teleworkers (including ad hoc/situational teleworkers and medical teleworkers) are expected to telework their regular tour of duty, regardless if it is a regularly scheduled telework day or not, or must request appropriate leave. If you are in a non-pay status the day before and the day after the closing, you are not entitled to administrative leave. Additionally, if the decision to close is made on your RDO, you are not entitled to an alternate day off.

For more information, see <http://cpol.army.mil/library/permis/5012.html>.

### m. Absence Without Official Leave (AWOL)

AWOL is any absence from your duty station that has not been authorized or approved by your supervisor. If you fail to request leave in advance or in accordance with directives or if the request is denied, you will be considered AWOL. This means no pay is received, and you may face disciplinary action.

To avoid AWOL charges, it is important to always keep your supervisor informed when you are unable to report for work for any reason within the prescribed timeframes.

For more information see <http://cpol.army.mil/library/permis/5814.html>.

### n. Voluntary Leave Transfer Program (VLTP)

The VLTP provides a method for you to receive or donate annual leave to or from other employees as a result of a medical emergency and exhausted leave.

In order to be eligible for the leave transfer program:

- 1) Your medical emergency must be experienced by you or a family member.
- 2) Your medical emergency is expected to keep you absent from duty without available paid leave for at least 24 hours for full-time employees or 30% of the average number of hours your biweekly scheduled tour of duty for part-time employees.

You can donate up to half of the annual leave you would accrue in one year. There is no limit on the amount of leave an employee can receive but all unused donations must be returned to the donor.

You cannot donate annual leave to your supervisor.

To request to enter the Voluntary Leave Transfer Program you need to complete OPM Form 630 Application to become a Recipient of the Voluntary Leave Transfer Program and submit it to your supervisor, along with certification from your physician of your medical emergency.

OPM Form 630 can be found at [www.opm.gov/oca/leave/HTML/formindx.htm](http://www.opm.gov/oca/leave/HTML/formindx.htm).

For more information about VLTP, contact your respective CPAC Human Resources Specialist or see ARL Pamphlet 690-38, Appendix L, available at the following website: <https://arlinside.arl.army.mil/inside/formspubs/epubs/ARL-PAM-690-38.pdf>.

### Federal Holidays

|                                     |                             |
|-------------------------------------|-----------------------------|
| New Year's Day                      | January 1                   |
| Birthday of Martin Luther King, Jr. | Third Monday in January     |
| Presidents' Day                     | Third Monday in February    |
| Memorial Day                        | Last Monday in May          |
| Independence Day                    | July 4                      |
| Labor Day                           | First Monday in September   |
| Columbus Day                        | Second Monday in October    |
| Veterans Day                        | November 11                 |
| Thanksgiving Day                    | Fourth Thursday in November |
| Christmas Day                       | December 25                 |

A Federal holiday is a holiday recognized by the United States government. Non-essential Federal government offices are closed. All Federal employees are paid for the holiday.



# 12 Pay Information

## a. Pay

As an ARL employee, you will be paid bi-weekly through a direct deposit to your bank by electronic fund transfer (EFT). The EFT should reach your bank by Thursday of each pay week. You may want to check with your bank after your first direct deposit to ensure that your pay was deposited correctly. A Leave and Earnings Statement (LES) will be mailed to your home each pay period, or you can get your LES electronically by logging on to the myPay Web site at <https://mypay.dfas.mil/mypay.aspx>. You need to carefully check your LES each pay period to make sure it is accurate and, if you find that there are any errors report them to your supervisor immediately.

Your LES contains information regarding your earnings for the period such as hourly wage, number of hours worked, gross pay, deductions and net pay. It also contains information regarding your annual and sick leave, such as how much leave you have used for the pay period and the year, and your leave balance.

## b. Locality Pay

Employees whose pay is based on the General Schedule (GS), including most ARL Personnel Demo employees working in the 48 contiguous states (includes Washington D.C.; excludes Alaska and Hawaii), receive locality-based comparability payments, known as locality pay. Pay for employees working under the ARL Personnel Demonstration is based on the GS. Most employees of ARL are part of the Washington-Baltimore Locality Pay Area. If your duty station is outside the Adelphi and Aberdeen areas, then the locality pay is tied to the locality pay for your specific geographical area. Locality pay will be paid in addition to your basic pay as a part of your bi-weekly salary. Locality pay is used in the calculations for some pay-based actions, including retirement annuity, thrift savings contributions, life insurance, overtime and other premium pay.

To obtain more information see: <http://www.opm.gov> then select "Salaries and Wages".

## c. Overtime and Compensatory Time

Your supervisor determines the need for and schedules overtime and compensatory time prior to the beginning of each pay period. Your supervisor must approve overtime and compensatory time before you work it. At ARL, overtime and compensatory time are worked in 1/4-hour increments.

Overtime is work in excess of your regularly scheduled tour of duty in a day or work week that has been officially scheduled and approved by your supervisor. (GS rates are referenced in this section because they are specified by statute). The GS pay scale can be found at: <http://www.opm.gov/oca/O9tables/index.asp>. If your rate of pay is less than the rate for GS-10, step 1, you will be paid an overtime rate that is 1 ½ times your basic hourly rate.

If your basic hourly rate of pay is more than the rate for GS-10, step 1, your overtime pay will be 1 ½ times the hourly rate of basic pay for GS-10, step 1, or your hourly rate of basic pay, whichever is greater.

Compensatory time is paid time off in lieu of overtime for work in excess of your regularly scheduled tour of duty in a day or work week that has been officially scheduled and approved by your supervisor.

If you are a non-exempt employee (normally equivalent to GS-1 through GS-7) you are covered by the Fair Labor Standards Act (FLSA) and must receive overtime pay unless you request compensatory time, which must be approved by your supervisor in lieu of overtime payment.

If you are an exempt employee (normally equivalent to GS-9 and above) you are not covered by FLSA and your supervisor will decide if you will be paid overtime or compensatory time for work in excess of your normally scheduled tour of duty.

At ARL, the preferred method of compensation for both exempt and non-exempt employees who are required to work in excess of their scheduled tour of duty is overtime. In addition, if you have "use or lose" annual leave (see Section 11a) you will be required to take overtime rather than compensatory time. However, when you earn compensatory time you must schedule and use this time as soon as possible but no later than 26 pay periods so that it will not automatically convert to paid overtime at your current overtime rate.

For additional information, view ARL-P-570-1, at: <https://arlinside.arl.army.mil/inside/formspubs/epubs/ARL-PAM-570-1.pdf>.

## d. Job Description

Your job description is a statement of major duties and responsibilities to be performed by you while working

at ARL. Your job description is important, as it is used to determine the level of difficulty (pay-band level) and qualification requirements of the work performed by you. Your supervisor should provide you with a copy of your job description within your first 30 days of employment at ARL. If you have any question about the accuracy, completeness or grade of your job description contact your supervisor.

## e. Your Personal File

One of the documents that you will receive when you are appointed is the SF50 or "Notification of Personnel Action (NPA)." This is an important document which gives you information concerning your type of appointment, retirement system, service computation date, job title, occupational family and payband level, salary, etc. You will periodically receive additional SF-50s documenting promotions, pay changes, reassignments, organizational realignments, requested changes in benefits and other official personnel actions.

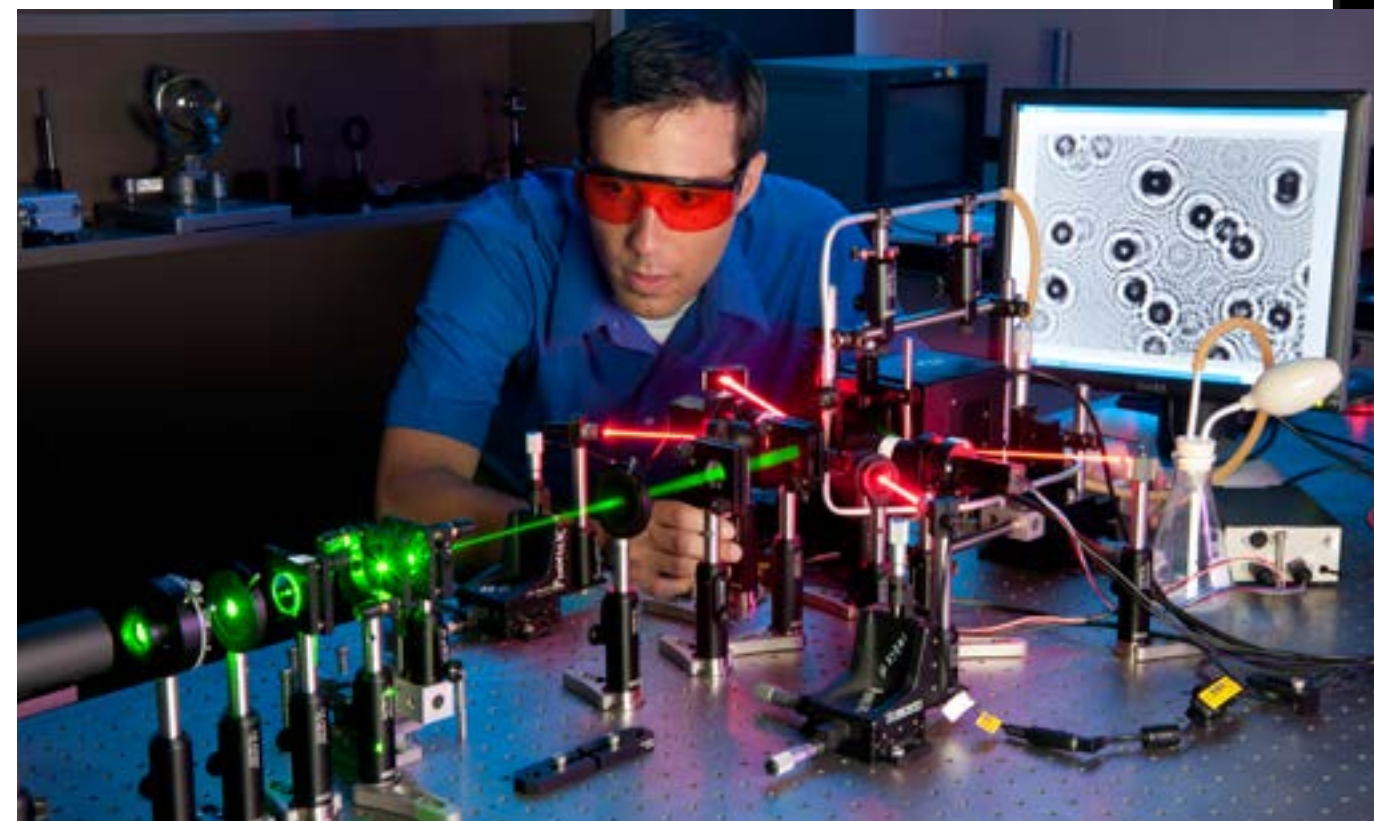
You should establish a personal file to keep all of your SF50s and other work-related documents such as

your job description, performance standards and appraisals in case something happens to your Official Personnel Folder (OPF), which is maintained by the North East Civilian Personnel Operations Center (NECPOC) file room. Your personal file will be your best resource if you have pay problems at any time during your ARL employment.

The OPF maintained by the NECPOC contains the employer's copy of your employment and pay records documenting your employment history with the Army.

As an ARL employee, you cannot view your own official OPF without a witness. To view your own OPF, you need to contact your supervisor or your respective CPAC Human Resources Specialist.

Key information from your OPF can be accessed through the DoD application MyBiz. "My Biz" gives you immediate access to information in your Defense Civilian Personnel Data System (DCPDS) automated personnel record, as well as providing an update capability for several key pieces of information. MyBiz can be accessed at <https://cpol.army.mil>.





# 13 Performance Management Information

## a. Pay For Performance (PFP)

ARL operates under an alternative personnel system known as the ARL Personnel Demonstration Project. The purpose of the demonstration project's pay for performance system is to provide an effective, efficient and flexible method for assessing, compensating and managing the laboratory's workforce. PFP is essential for the development of a highly productive workforce and to provide management (at the lowest practical level) the authority, control and flexibility needed to achieve a quality laboratory and quality products. The project's PFP allows for more employee involvement in the assessment process, and is designed to increase communication between supervisor and employee, promote a clear accountability of performance, facilitate employee career progression and provide an understandable basis for salary changes.

PFP also creates a method to more directly link pay and performance. The system combines goal setting, tied to corporate objectives, with a descriptive rating system. The performance evaluations made under the demonstration project are intended to ensure that top performers receive a performance pay out commensurate with their achievements. PFP pay outs are managed under a pay pool process in which the rating supervisors of an organizational unit with common goals and objectives meet and confer on rating levels and share payouts (0 – 4 shares) for each employee. Payouts may be pay increases, cash bonuses or a combination of both.

To learn more about Pay For Performance, see ARL Memo 690-42, Chapter 3, available at the following Web site: <https://arlininside.arl.army.mil/inside/formspubs/epubs/ARL-MEMO-690-42.pdf>.

## b. Exceptions to the ARL Pay for Performance (PFP) System

The vast majority of ARL employees are covered by the ARL Personnel Demonstration Project's PFP Management system. There are exceptions that include: Senior Executives (SES), Senior Scientific or Professional employees under the ST system; Defense Civilian Intelligence Personnel System (DCIPS) employees; and Federal Wage System (FWS) employees.

## c. Awards and Recognition

The goal of the Army Incentive Awards Program is to foster mission accomplishment by recognizing excellence and motivating employees to achieve high levels of performance and service.

Awards are not entitlements, but may be initiated by management when applicable criteria are met. Some of the various types of awards that are available include:

- 1) Performance awards, which are based on your annual performance evaluation.
- 2) Superior Accomplishment awards, such as special act or service awards, on-the-spot cash awards, or time-off awards which are based on a meritorious personal effort, act, service, scientific or other achievement.
- 3) Honorary awards such as medals and certificates are used to recognize accomplishments or achievement when a monetary or performance award may not be appropriate.

For more information on the Army award program see ARL Pamphlet 672-23: <https://arlininside.arl.army.mil/inside/formspubs/epubs/ARL-PAM-672-23.pdf>.



# 14 ARL Supervisory and Disciplinary Policies

## a. Supervisory Policy

Your team leader and supervisor are responsible for assigning and reviewing your work while you are assigned to ARL. Your work performance and success are important to them and to the Army. Any work-related problems you encounter should always be discussed with your supervisor or team leader first. This is called using the chain of command. Your supervisor and team leader are available to answer your questions and assist you in your work. Teamwork between you, your team leader and your supervisor is essential to accomplishing our mission.

## b. Disciplinary Policy

Your supervisor will only take disciplinary action for the purpose of correcting unacceptable behavior and problem situations. The object of discipline is to motivate you to conform to acceptable standards of conduct and prevent prohibited activities. Constructive disciplinary actions fall into the following categories:

- 1) Informal Disciplinary Actions: These include verbal counseling, oral reprimands, warnings and memorandums for the record (made after a counseling session, then given to the employee to reinforce the counseling). Such actions may be taken by your supervisor in situations of a minor nature involving violation of a rule, regulation, standard of conduct, safety practice, or authoritative instruction.
- 2) Formal Disciplinary, Adverse Actions: These include reprimands, suspensions and removals. They are used for the more serious offenses and when an informal action has not corrected the situation. These actions are defined as follows:
  - (a) A written reprimand is an official letter used when more stringent disciplinary action than counseling or an oral reprimand is warranted and the circumstances justify inclusion of a record in the employee's Official Personnel Folder for a period of one to three years.
  - (b) A suspension is placing an employee, for disciplinary reasons, in a temporary status without duties or pay for a specific period. Since it results in a loss of productivity to the unit and loss of pay for the employee, it should be imposed judiciously.
  - (c) A removal is a separation for reasons of misconduct, delinquency or other causes personal to the employee.

This action is appropriate for use when the employee's willful actions, carelessness or negligence are such that separation from the service promotes the efficiency of the service.

For more information see <http://cpol.army.mil/library/permis/5a1.html>.

## c. Employee Grievance Rights

As a Federal employee, you are entitled to submit a grievance if you are dissatisfied with any aspect of your working conditions, relationships, or employment status. Should you have a complaint, you should always first discuss it with your supervisor in an attempt to resolve the problem in an informal manner. You may also wish to consider using ARL's alternative dispute resolution process, REDS (see paragraph d, below).

If you wish to submit a grievance and are in the bargaining unit (see Section 18), you must use the grievance procedure provided for in the current negotiated agreement with the union. Employees not covered by the negotiated agreement must follow Department of the Army administrative grievance procedures located at: <http://cpol.army.mil/library/permis/5aa1.html> or the ARL Administrative Grievance Procedures: <https://arlininside.arl.army.mil/inside/formspubs/epubs/ARL-MEMO-690-45.pdf>.

For further information, contact your respective CPAC Human Resources Specialist.

## d. Resolving Employment Disputes Swiftly (REDS)

REDS is an Alternative Dispute Resolution (ADR) process designed to reach early resolution of workplace disputes. Processes used for resolving disputes usually involve the use a third-party neutral or peer review panel. REDS is often used to resolve disputes involving performance rating issues. REDS is an excellent way to avoid protracted litigation and helps improve communication and relationships. For further information, contact the ARL EEO Office. (Resources: ARL Pamphlet 690-37 and ARL Pamphlet 690-37). <https://arlininside.arl.army.mil/inside/labops/EqualEmploymentOpportunity/default.cfm>



# 15 Employee Safety and Occupational Health Information

Your knowledge and support of the Army Safety Program is paramount and without you, the program will not succeed. Accident Investigations have revealed that 90% of all Army accidents are caused by human error. Either the individual did not recognize the hazard, under-estimated the risk of the hazard, or over-estimated their ability to avoid or control the hazard. The result is an injury/illness and/or damage to equipment that could have been prevented. You are a critical part of seeing that workplace hazards are avoided or controlled, and accidents and illnesses are prevented. Report all unsafe conditions to your supervisor, the safety office and/or your union representative.

The purpose of this portion of the new employee handbook is to provide you with information relating to the ARL Safety and Occupational Health Program. Simply stated, the number one goal of our program is to establish and maintain a safe and healthy work environment.

## a. Duties: OSHA (OSHA)

Employer:

- Shall furnish to each employee employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to their employees.
- Shall comply with occupational safety and health standards promulgated under the OSHA.

Employee:

- Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to the OSHA that are applicable to his own actions and conduct.

## b. Initial Occupational Health Screening / Physical Examination

As an initial hire, as part of your hiring process, you will receive a health screening/physical examination. The local health clinic, or an agency-designated medical professional will conduct the screening/examination. The purpose of this initial screening exam is to evaluate your current physical condition in relation to your essential job requirements and to establish a baseline that future exams can be compared to.

Screening examinations are required because you may be assigned to a job or work in an area that has potential health hazards. Some hazards ARL employees may encounter in their job or work area include: Physical hazards such as noise, heat, cold and light; Respiratory hazards such as vapors, gasses, dusts, fumes, fibers, etc.; Ergonomic hazards such as lifting, operating vibrating tools, working in tight, awkward areas or positions, working at heights, etc.; Chemical hazards such as various solvents, fuels, lubricants, cleaning compounds, etc.; Explosive hazards such as explosive dusts, compounds, materials, etc.; Radiation hazards such as radioactive materials, x-rays, lasers and radio frequency and microwave radiation.

A standard medical evaluation includes: documenting your health history; measurement of your blood pressure, pulse, and respiration; and a vision and hearing test. Depending on the job hazards you may encounter, spirometry (lung function test) and blood and/or urine tests may also be required. This initial baseline examination documents how you are now. The baseline tests and data will be compared to your periodic occupational health screenings to insure that your workplace is not affecting your health.

## c. Periodic Job-related Occupational Health Screenings (OHS)

Periodic, job-related, occupational health screening (medical surveillance) is a major part of our occupational health program. Most of the screening is required by regulation and in many incidences by law [the Occupational Safety and Health Act (OSHA); Executive (Presidential) Order].

If you work in an occupation or work area requiring occupational health screening (medical surveillance), you will be enrolled in a mandatory, periodic (usually annual), job-related, occupational health-screening program. This periodic occupational health screening will be very similar to your initial health screening/physical examination.

The purpose of the periodic occupational health screening is to detect early evidence of any changes in your health that may be coming from your job or your work area. This periodic screening also assists the Army in identifying if further safety measures may be needed in your job or work area.

Occupational health screening may also be used to evaluate if you have a non-work related medical condition that may be adversely affected by the type of work you may be assigned to do. This information assists your supervisor in making healthy job assignments. The periodic occupational health screening will be specific to the workplace hazards and physical fitness requirements of your job. For example, you will have an annual hearing test if you are assigned to a noise-hazard area. You will have an annual pulmonary function test if you work with respiratory hazards. You will have an annual health questionnaire, and possible medical examination, if your job requires you to wear a respirator. Your supervisor, or the Occupational Health Clinic, will notify you if a periodic occupational health screening examination is due. If you know or think that you have been exposed to a workplace health hazard and are not receiving an examination that addresses that hazard, consult your supervisor or the Occupational Health Clinic.

## d. Medical Surveillance Programs

Depending upon the type of work you may be doing, you may be enrolled in a medical surveillance program. These programs include:

### Hearing Conservation:

The purpose of the hearing conservation program is to prevent hearing loss from occupational exposure to noise and to educate you how to protect your hearing no matter where the exposure. If required, hearing protection will be provided to you at no cost. You will receive initial and yearly training on how to use and maintain your hearing protection and other information on protecting your hearing. Hearing protection must be worn at all times when you are in a noise-hazard area and when you are working on or near noise-hazard equipment.

### Vision Conservation:

The purpose of the occupational vision program is to protect your vision from being harmed due to job hazards and to assure that you are able to see well enough to safely do your job effectively. You will receive a vision screening, initially and possibly annually or every two years, depending on your job exposure. You will be notified when this exam is due. The Army will provide you with proper protective eye wear, and instruction on how to use and maintain it.



Different types of eye protection are required depending on your work. Chemical goggles for chemical splash protection, safety glasses, goggles or full-face shields to protect against flying particles, welder's protective eye wear and laser protective glasses are examples of some of the protective eye wear.

**Note: Regular eyeglasses or contact lenses do not provide adequate protection for your eyes.**

Although prescription lenses in eyeglasses are impact rated, the standard also calls for side shield protection. Contact lenses offer no protection and in some cases, can increase injury through absorption of toxic or corrosive chemicals or by trapping harmful particles under the lenses. ARL policy is that all safety glasses, prescription or otherwise, will have side shields installed. Respiratory Protection Program:

This program will help you identify respiratory (breathing) hazards that you may be exposed to at your workplace. It will help you to identify proper protective and preventative measures so that you can control or eliminate the exposure. If your work requires that you wear a respirator, you will learn about the proper equipment that you will need to use as well as how to select, wear and care for the equipment. A medical evaluation and fit testing/training program will be set up for you prior to being assigned to any duties where respirator use is required.





# 15 Employee Safety and Occupational Health Information, continued

### e. Personal Protective Equipment / Radiation Dosimetry

Your assigned job duties may require the use of personal protective equipment (PPE) to protect you from injury. Examples of PPE include: hard hats, laser protective eyewear, safety glasses, safety goggles, chemical goggles, full face shields, special goggles or hoods for welding/cutting, hearing protection, gloves, safety shoes and respirators. You will be provided with, and trained in the use of, any required PPE. In all jobs that require PPE, the wearing of PPE is mandatory. If your PPE is damaged or becomes unserviceable, notify your supervisor for replacement. If you work with radioactive materials or x-rays, you may be required to wear a dosimeter badge to monitor your exposure to radiation.

### f. Hazard Communication (HAZCOM)

One of the most important employee preventive occupational health/hazard training programs is the Hazard Communication (HAZCOM-29CFR1910.1200) program. This program will help you identify physical, chemical and other hazards in your work place. It will help you properly and effectively protect yourself and your coworkers against work hazards. You will also learn how to obtain and understand a Material Safety Data Sheet (MSDS). Your initial orientation will include an overview of this important program, its components, how the program works and how it is used at your local facility/workplace. You will receive additional training if the physical, chemical or other hazards of your job change. Always check with your supervisor if you are not familiar with the hazards of a product or work assignment.

MSDSs are available electronically via ARLInside at: <https://arlinde.arl.army.mil/msds/frame.asp>.

### g. Accident / Incident, Injury / Illness Reporting

The prompt reporting of accidents, incidents, injuries and illnesses is very important to our program. Prompt reporting assures a number of issues are addressed. It assures that you are provided with adequate medical care, your incident is properly documented for workers compensation purposes and proper follow-up to correct unsafe conditions.

There are numerous regulations and standards that require work-related incidents, accidents, injuries or illnesses to be reported. Your site will have specific

reporting protocols that you should follow in case of an incident, accident or injury. All incidents shall be reported to your supervisor, your on-site safety professional and others as determined by the extent of the incident.

### h. Emergency Action Plan

Each of our facilities has an emergency action plan (EAP) in place. This plan covers the information needed and steps to follow in case of an emergency in the facility such as, fire, severe weather (i.e. tornado), building evacuation, Shelter-in-Place (SIP) and how to get emergency help. As part of your orientation, your supervisor will provide you with information that includes how to report emergencies, alarm systems and their meaning, where fire-extinguishing systems are and how to use them if required by the EAP, tornado procedures and the exit routes for your area. Drills on the EAP are held annually at each facility.

### i. Occupational Health / Safety Education

As part of your orientation, and throughout your career while at ARL, you will be provided with training and education in job-related safety and health issues. The purpose of this training and education is to ensure that you are aware of and understand the actual and potential health hazards in your workplace. ARL Risk Management personnel are available to assist in providing you with education and training on work hazards. You will be informed of the potential health hazards of your work area, their potential effects on your health, how to control/eliminate the hazard and any occupational health (medical surveillance) screening requirements. We encourage you to learn as much as you can about your job hazards, control measures, and how you can protect yourself and be a productive member of the Army team. Should you have any questions on your safety or health, please ask your supervisor or contact the ARL Safety and Occupational Health Officer. A point of contact list is included on page 31.

This is only a very general overview of the ARL Safety and Health Program, and does not contain all of the safety and health information you may need to do every aspect of your job safely. For additional information ask your supervisor, your local ARL Safety Professional or contact the ARL Risk Management Office, <https://arlinde.arl.army.mil/inside/labops/Safety/default.cfm>

### ARL - ALC Risk Management Points of Contact (POCs) (Safety and Health)

| Government POC / E-mail                             | Bldg./Room                              | Phone #   | Responsible for:   |
|---|---|---|--|
| Scott Adams<br>john.s.adams80.civ@mail.mil          | B4501, RM 308 APG<br>B204, RM 2C022 ALC | APG 410-278-6351<br>ALC 301-394-1218<br>Cell 240-338-9214 | ARL Safety Manager   |
| Michael Borisky<br>michael.j.borisky.civ@mail.mil   | 204, 2C012                              | 301-394-6310  | Health Physicist, Radiation Safety, X-rays, Lasers and RF/microwave                              |
| Maurice Haygood<br>maurice.b.haygood.civ@mail.mil   | 204, 2D016                              | 301-394-2748  | Occupational Safety & Health Officer, Army Safety Program, Accident Reporting, Area Fire Marshal |
| Chris Morrone<br>christopher.j.morrone.civ@mail.mil | 204, 2C016                              | 301-394-6304  | Industrial Hygienist   |
| Nancy Vyas<br>nancy.h.vyas.civ@mail.mil             | 204, 2D014                              | 301-394-0194  | Safety Engineer  |

### ARL - APG Infrastructure Management Points of Contact (POCs) (Safety, Health and Environment)

| Government POC  | Bldg./Room        | Phone #                              | Responsible for:  |
|---|-------------------|--------------------------------------|---|
| Fred Thompson<br>fred.h.thompson.civ@arl.army.mil       | 4402,<br>RM 332   | (W) 410-278-9217<br>(C) 240-338-9084 | Branch Chief, Environmental Coordinator, Hazardous Materials/Waste, Range Residue/MPPEH, Solid Waste, Recycling, Spill Response, Water Program, UST/AST Program, Used Oil Program |
| Jason Talsma<br>jason.w.talsma.civ@mail.mil             | 1103              | (W) 410-278-0332<br>(C) 443-934-1101 | Explosive/Range Safety Officer  |
| Richard Markland<br>richard.a.markland.civ@mail.mil     | 1132A             | (W) 410-278-6354                     | Radiation Safety Officer, Laser Safety  |
| Amy Butler Adams<br>amy.e.butleradams.civ@mail.mil      | 4600,<br>RM L1188 | (W) 410-306-4233<br>(C) 443-934-0616 | Bio-Safety Officer, NEPA Program, Alternate Environmental Coordinator, Environmental Management System, Critical Area and Wetlands, Air Program, B4600 RK Liaison                 |
| Bob Grosso<br>robert.j.grosso.civ@mail.mil              | 4402,<br>RM 324   | (C) 410-299-8964                     | Occupational Health, Respiratory Protection Program, Chemical Hygiene Safety Officer  |
| Warren Billingsley<br>warren.e.billingsley.civ@mail.mil | 4402,<br>RM 326   | (W) 410-278-5780                     | Occupational Health, Respiratory Protection Program, Industrial Hygiene Issues  |
| Sarah Jones<br>sarah.e.jones163.civ@mail.mil            | 4402,<br>RM 324   | (W) 410-278-0896                     | Occupational Health, Industrial Hygiene Issues  |
| Robb Altenburg<br>frank.r.altenburg.civ@mail.mil        | 4402,<br>RM 329   | (W) 410-278-3162                     | APG Occupational Safety and Health Officer, Army Safety Program, Accident Reporting, Area Fire Marshal  |
| Pat Marine<br>patrick.m.marine.civ@mail.mil             | 1132A             | (W) 410-278-5699                     | Alternate Radiation Safety Officer, Laser Safety  |
| Mike Creamer<br>sean.m.creamer.civ@mail.mil             | 1130              | (W) 410-278-90659                    | Explosive/Range Safety Officer  |

### ARO, VTD and WSMR Points of Contact (POCs) (Safety, Health and Environment)

| Government POC / E-mail                         | Bldg./Room  | Phone #      | Responsible for:                                 |
|---|-------------|--------------|--|
| John Olesky<br>john.r.olesky4.civ@mail.mil      | 1622 RM 124 | 575-678-4073 | Safety and Occupational Health Specialist — WSMR |
| Peggy Rutledge<br>peggy.m.rutledge.civ@mail.mil | 4300        | 919-549-4273 | Management Analyst — ARO                         |
| Jose Rentas<br>jose.rentas@arl.army.mil         |             | 407-208-3226 | Operations — STTC, Orlando                       |



# 16 Policies / Procedures Affecting Work

## a. Severe Weather

The ARL Operations Center provides information regarding the open or closed status of all ARL sites due to severe weather.

After duty hours, you may call (301) 394-5397 or 1-800-544-3256 to hear a recorded message about the operational status of the Adelphi installation. All other ARL sites should follow their local installation procedures. Alert Roster STTC - Phone Tree, ARO - 919-549-0641 or 1-800-803-4679, APG - 410-278-SNOW, WSMR - Email, and/ or phone tree/radio/TV.

When the local TV or radio stations say that the installation is closed and, "Only essential employees need report to work," they are referring to weather essential employees. The weather essential employees are not the same as the ARL mission essential employees who would report to work if there is an installation closure due to a terrorist attack/alert or a similar national emergency. You will be informed by your supervisor if you are in either of the categories.

If the announcement says "liberal leave is in effect," it means that the installation is open but that you may take leave if you believe it is in your best interest to do so. Since supervisors will normally be in the same situation as you are regarding getting to work, it is sufficient during a weather-related event to call and leave a voice mail message that you are staying home due to the weather.

If the installation is closed on your regular day off (RDO) or you are on scheduled leave, you do not get a replacement day off.

## b. Energy Conservation and Building Security

In an effort to conserve energy, the last person to leave a work area in the evening should turn off all lights and ensure that all windows are closed and locked. Hallway doors must be locked and computers must be shut down, restarted and left running (unless otherwise directed). Fax machines should remain on 24 hours a day.

## c. Smoking

DA policy is to provide a smoke-free working environment. Smoking is permitted outside in authorized locations only. Smoking is prohibited within 50 feet of building entrances and near open windows and vents.

## d. Proper Work Attire

Attire must be neat and clean and conform to what a prudent person would consider appropriate business attire, for your type of work. If you have questions about appropriate office attire, see your supervisor.

## e. Personal Electronic Devices (PEDs)

Because of the sensitive and/or classified work conducted at ARL, there are limitations on the carrying and use of Personal Electronic Devices (PEDs), including laptops, cell phones, cameras, etc. The current PED Policy can be found on ARLInside, at [https://arlinside.arl.army.mil/inside/articles/PEDPolicy/PED\\_Policy.pdf](https://arlinside.arl.army.mil/inside/articles/PEDPolicy/PED_Policy.pdf).

## f. Office Automation

Copy machines, computers and fax machines are provided for you to conduct official government business. E-mail, Internet and Intranet accesses are provided through individual computers at each workstation. Computer system access and e-mail user accounts will be requested for you by your supervisor. Requests for assistance should be submitted to CIO or by calling the Help Desk at (301) 394-HELP (4357). More information is available at [https://arlinside.arl.army.mil/inside/help\\_desk/index.htm](https://arlinside.arl.army.mil/inside/help_desk/index.htm).

You must use e-mail and Internet resources responsibly and abide by normal standards of professional and personal courtesy and conduct at all times. Although limited personal use is permitted, normally during lunchtime and other non-duty periods, excessive use will not be tolerated. Inappropriate use of e-mail and Internet systems may be the basis for a disciplinary action. You will be required to read, understand, sign and abide by the ARL AUP (Acceptable Use Policy).

Inappropriate E-mail and Internet Usage Includes:

- 1) Pornography,
- 2) Chain letters,
- 3) Unofficial advertising,
- 4) Soliciting or selling,
- 5) Broadcasting unnecessary advertisements of Army services,
- 6) Broadcasting messages of daily quotations and jokes, and
- 7) Broadcasting unsubstantiated virus warnings (virus warnings come only from CIO).



# 16 Policies / Procedures Affecting Work, continued

## g. Telephone Procedures

A good telephone personality and a prompt response to telephone calls will reflect positively upon you and the organization. Answering promptly indicates efficiency on your part, as well as the organization. Telephones are provided to conduct business; therefore, personal calls, both incoming and outgoing should be limited. Much of the ARL's business is conducted over the telephone, and busy lines do not give customers access to the organization. Frequent monitoring of your voice mail messages will also ensure prompt attention to customer needs. Normally, if you must make a personal long distance call at work, you need to use toll-free numbers, your personal telephone calling card or your personal cell phone.

## h. Fund Raisers

ARL supports the two annual Army-sanctioned fundraisers, the Combined Federal Campaign (CFC) and the Army Emergency Relief (AER). All employees will be given an opportunity to voluntarily contribute to each of these funds.

Internal ARL fundraisers to support the annual picnic, the holiday party, and other internal morale and welfare activities may be authorized periodically by the Director.

## i. Respect to the Flag

Working on an Army installation has some unique features, one of which is paying honor to the flag at certain times during the day. The two most common times that we pay honor to the flag are at Reveille and Retreat.

Reveille is when the installation's American flag is raised in the morning, usually at 6 a.m., while the bugle call "Reveille" is played. If you happen to be outside the building when Reveille is sounded, you should stop what you are doing and stand quietly facing the flag as it is being raised.

Retreat is when the installation's American flag is lowered in the evening at 5 p.m. During the bugle call sounding retreat, the flag is lowered. Then, the flag is folded and retired for the day. If you are outside the building when retreat is sounded, you should stop what you are doing, stand quietly and face the flag as it is being lowered.

There are a number of other occasions when we render honors to the flag. An example of this is attendance at a post-sponsored event when an honor guard presents the colors. Similar courtesy is rendered at memorial ceremonies during the playing of "Taps." You should always follow the normal protocol of placing your right hand over your heart for rendering honors when the National Anthem is played and the Pledge of Allegiance is recited.

## j. Travel Cards

It is the policy of DoD that your government travel card will be used to pay for costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, etc. Your government card may not be used under any circumstances for personal purposes.

If you are required to travel to perform your official duties you will be required to apply for a government travel charge card. You must also sign a cardholder agreement stating that you understand that you are responsible for payment in full when charges are due for all charges made on your government card.

For more information see [https://arlinside.arl.army.mil/inside/resource\\_mgmt/Travel-CC.htm](https://arlinside.arl.army.mil/inside/resource_mgmt/Travel-CC.htm).

## k. Building Fire and Emergency Procedures

The ARL Fire Prevention and Emergency Evacuation Plan is published on ARLInside. You need to familiarize yourself with this plan and the evacuation routes for your specific work area. You also need to check with your supervisor to learn evacuation procedures and advise him/her if you need special accommodations during an emergency evacuation.

For more information, contact the Safety Office or go to [https://arlinside.arl.army.mil/v7/toolkits/safety\\_toolkit.htm](https://arlinside.arl.army.mil/v7/toolkits/safety_toolkit.htm).

## l. Army Knowledge Online (AKO)

AKO is the Army Internet portal for Soldiers, dependents and Army civilians. You need to have an AKO User ID as soon as possible after you enter on duty at ARL. An AKO account is required before many Army systems can accept you as a user. Since the AKO system cannot access new civilian employee information from the civilian personnel database for approximately six weeks,

it is necessary that you register for a guest account as soon as possible. For information on how to register, see your supervisor.

For more information, go to <https://arlinside.arl.army.mil/portal/home/home.asp> and select (click on) AKO or you can go directly to the AKO Web site: <https://www.us.army.mil/suite/portal/index.jsp>.

## m. Conflict of Interest

As an Army employee, you should avoid situations where your official actions affect or appear to affect your direct or indirect private interests, financial or non-financial. Honorable intentions or personal ethos cannot justify conduct that creates public doubt about the propriety and fairness of Army programs and operations. To assist you in performing official duties with the highest ethical standard, you should familiarize yourself with, and observe, all applicable ethics laws and regulations, including the Federal conflict of interest statutes, the regulatory Standards of Ethical Conduct for Employees of the Executive Branch (5 C.F.R. part 2635) and the DoD supplemental rules in the Joint Ethics Regulation (JER), DoD 5500.7-R.

In particular, you may not engage in any private business, professional activity or financial transaction that involves direct or indirect use of or the appearance of such use of inside information gained through your position. This includes engaging in any teaching, lecturing or writing that is dependent on information obtained as a result of your government employment, unless that information has been published or is available to the public.

Refer questions/concerns to your servicing ECs: APG Site: [Ms. Peggy Giesecking, peggy.l.giesecking.civ@mail.mil](mailto:Ms. Peggy Giesecking, peggy.l.giesecking.civ@mail.mil), COML 410-278-6487/DSN 298; ARO Site: [Mr. Edward Beauchamp, edward.e.beauchamp.civ@mail.mil](mailto:Mr. Edward Beauchamp, edward.e.beauchamp.civ@mail.mil), COML 919-549-4292/DSN 832; all other sites should contact [Mr. Timothy Connolly, timothy.w.connolly2.civ@mail.mil](mailto:Mr. Timothy Connolly, timothy.w.connolly2.civ@mail.mil), COML 301-394-1073/DSN 290.

## n. Off-Duty Employment

As an Army employee, you must not engage in outside employment that:

- 1) Interferes with your ability to perform your government duties.
- 2) Appears to create conflicts of interest involving the Army or the United States government.

3) May reasonably be expected to bring discredit or criticism against you or the Army.

4) This restriction further disallows canvassing, soliciting and peddling of goods and products (AVON, school candy, etc.) by employees during working hours.

You must obtain official permission before engaging in off-duty employment if the prospective employer transacts or is proposing to transact business with the Department of Defense or its Departments. All inquiries regarding the appropriateness of off-duty employment should be directed to your supervisor.

## o. On-the-Job Conduct

As an Army employee you are expected to:

- 1) Report promptly for work in a condition that will permit you to perform your assigned duties.
- 2) Render full, efficient and industrious service in the performance of assigned duties.
- 3) Give ready response and enthusiasm to directions and instructions received from your supervisor.
- 4) Exercise courtesy and tact in dealing with fellow workers and the public.
- 5) Maintain a clean and neat personal appearance to the maximum practicable extent during working hours.
- 6) Safeguard official information, documents and records at all times.
- 7) Safeguard government property. Use government property, services, equipment, supplies, etc., for official purposes ONLY. (Limited personal use is permitted as described on page 33.)
- 8) Work safely. Avoid injury to yourself and/or fellow employees. Report injuries to your supervisor immediately.
- 9) Take an active part in Army and community affairs.
- 10) Observe the various laws, regulations and instructions, and consistently conduct yourself in a manner which is above reproach.
- 11) Uphold with integrity the public trust involved in the position to which you are assigned.



# 16 Policies / Procedures Affecting Work, continued

## p. Off-the-Job Conduct

While the Army does not desire to interfere unnecessarily in your private life, it does expect you to conduct yourself as a responsible citizen with high moral and ethical standards. Some examples of expected conduct are listed below:

- 1) You must meet financial obligations and maintain a reputation in the community for honoring just debts.
- 2) You may not accept anything of value in return for performing or refraining from performing an official act.
- 3) You may not solicit a contribution from other employees or supervisors for a gift to an official superior, make a donation or a gift to an official superior, or accept a gift or donation from an employee subordinate to yourself. This prohibition does not prohibit truly voluntary gifts or contributions of minimal value (or acceptance thereof) on special occasions such as marriage, transfer, illness or retirement.
- 4) You may not use government property, facilities or manpower of any kind for other than officially approved activities.
- 5) Only contracting officers and their duly authorized representatives are authorized to commit the government with respect to the award of contracts.
- 6) While on government property, you may not participate in any gambling activity. This includes lotteries, pools, games for money or property, or the sale or purchase of number slips or tickets.
- 7) While on government property, you may not possess any drug or drug paraphernalia including, but not limited to, hypodermic syringe or needles or any smoking device, unless such possession is pursuant to a valid doctor's prescription or is for any other lawful purpose.
- 8) You may not strike against the government or knowingly be a member of any organization that asserts the right to strike against the government.
- 9) You must refrain from sexual harassment in any form. Department of the Army supports a policy of preventing sexual harassment.

For additional information, contact your supervisor or the EEO office at (301) 394-4693.

## q. Political Activity and the Federal Employee (The Hatch Act)

The Hatch Act governs the political activity of Government employees<sup>i</sup>.

Outside of the office, Federal employees MAY:

- 1) be candidates for public office in nonpartisan elections;
- 2) register and vote as they choose;
- 3) assist in voter registration drives;
- 4) express opinions about candidates and issues;
- 5) contribute money to political organizations;
- 6) attend and give a speech at a political fundraiser, rally or meeting;
- 7) join and be an active member of a political party or club;
- 8) sign and circulate nominating petitions;
- 9) campaign for or against referendum questions, constitutional amendments and municipal ordinances;
- 10) campaign for or against candidates in partisan elections;
- 11) distribute campaign literature in partisan elections; and
- 12) hold office in political clubs or parties.

Federal employees may NOT:

- 1) use official authority or influence to interfere with an election;
- 2) solicit or discourage political activity of anyone with business before her agency;
- 3) solicit, accept or receive political contributions<sup>ii</sup>;
- 4) engage in political activity while on duty, in a government office, while wearing an official uniform or while using a government vehicle; or
- 5) become a candidate in a partisan election.

Refer questions/concerns to your servicing Ethics

Counselors: APG Site: Ms. Peggy Giesecking, [peggy.l.giesecking.civ@mail.mil](mailto:peggy.l.giesecking.civ@mail.mil), COML 410-278-6487/DSN 298; ARO Site: Mr. Edward Beauchamp, [edward.e.beauchamp.civ@mail.mil](mailto:edward.e.beauchamp.civ@mail.mil), COML 919-549-4292/DSN 832; all other sites should contact Mr. Timothy Connolly, [timothy.w.connolly2.civ@mail.mil](mailto:timothy.w.connolly2.civ@mail.mil), COML 301-394-1073/DSN 290.

<sup>i</sup> Additional statutory restrictions apply to career members of the Senior Executive Service (SES) with DoD policy placing further substantial restrictions on non-career SES members.

<sup>ii</sup> May be done in certain limited situations by Federal labor or other employee organizations.

## r. Prohibited Personnel Practices

Prohibited personnel practices are those things that an Army employee with personnel authority may not do. A person who can take, direct others to take, recommend or approve any personnel action has personnel authority. Covered personnel actions include appointments, promotions, discipline, details, transfers, reassignments, reinstatements or any decisions concerning pay, benefits, and training. For veterans a personnel action also includes any significant change in duties, responsibilities or working conditions that are inconsistent with the employee's salary or grade. Generally, follow the guidelines below:

- 1) Don't discriminate on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status or political affiliation.
- 2) Don't solicit or consider any personnel recommendation or statement not based on personal knowledge or records of performance, ability, aptitude, general qualifications, character, loyalty or suitability.
- 3) Don't coerce an employee's political activity.
- 4) Don't deceive or obstruct any person with respect to such person's right to compete for employment.
- 5) Don't influence a person to withdraw from competition for the purpose of improving or injuring the prospects of another person for employment.
- 6) Don't grant any preference or advantage not authorized by law, regulation or rule to any employee or applicant for the purpose of improving or injuring the prospects of another person for employment.

7) Don't hire or advocate the hiring of a relative.

8) Don't retaliate against a Whistleblower, whether an employee or an applicant.

9) Don't retaliate against employees or applicants who exercise their appeal rights, testify or cooperate with an Inspector General or the Special Counsel, or refuse to break the law.

10) Don't discriminate based on actions not adversely affecting performance.

11) Don't violate any law, rule or regulation implementing or directly concerning the merit principles.

12) Don't violate Veteran's Preference by taking or failing to take a personnel action. (National Defense Authorization Act for FY97)

Additional information on these subjects can be found in Title 5, United States Code, Section 2302 (5USC2302) Prohibited Personnel Practices, located at <http://www4.law.cornell.edu/uscode/5/2302.html>, Title 5, Code of Federal Regulations, Part 2635—Standards of Ethical Conduct for Employees of the Executive Branch, located at <http://www.usoge.gov/Laws-and-Regulations/OGE-Regulations/5-C-F-R--Part-2635---Standards-of-ethical-conduct-for-employees-of-the-executive-branch/>, or in the Joint Ethics Regulation DoD 5500.7-R at [http://www.dodgoc.defense\\_ethics/ethics\\_regulation/index.html](http://www.dodgoc.defense_ethics/ethics_regulation/index.html).

## s. Probationary Period

When you are appointed under a career or career-conditional appointment, you are required to serve a probationary period. Your appointment Notice of Personnel Action (NPA) will have a statement in the remarks section, which states that your appointment is subject to completion of a one- or three-year initial probationary period beginning with the date of your appointment. (If you are in the DB occupational family, your initial probationary period is three-years.) During this probationary period, you may be terminated because work performance or conduct fails to demonstrate fitness or qualifications for continued employment. If this should happen to you, you may not appeal removal during probationary periods unless your appeal is based on discrimination or improper procedures.

For additional information, contact your respective CPAC Human Resources Specialist.



# 17 Installation Security

### a. Force Protection Conditions (FPCON)

At each installation, the Installation Commander has established various threat conditions based on DoD regulations and the perceived conditions at any particular time, which utilize progressive levels of security measures in response to terrorist threats to U.S. Army personnel and facilities. These conditions are:

**ALPHA** - (Normal) means local security measures designed for implementation when there is no credible threat of terrorist activity. Security is designed to defeat routine criminal threats.

**BRAVO** - applies when an increased or predictable threat exists. Warnings are increased, automobiles may have to be moved, ID Cards are required to enter installations and random identification checks are increased.

**CHARLIE** - applies when an incident occurs or intelligence indicates some form of threat against personnel and/or a facility is imminent.

**DELTA** - applies when a threat attack has occurred or when intelligence indicates terrorist action in a specific location is likely. **Installation access is limited to personnel with a legitimate and verifiable need to enter the post (only Employees who have been identified by their organizations as mission essential).** All vehicles and baggage (suitcases, packages and briefcases) brought on to the installation are inspected for explosives or other dangerous items.

ARL has a list of Mission Essential Employees who are designated to be present at work under Force Protection Condition DELTA. Your supervisor will tell you if you are a mission essential employee. If you are not a mission essential employee, you will be placed on administrative leave while Condition Delta is in place; however, you must be available to work during normal duty hours if called in by your supervisor. If you have any questions about this subject, please see your supervisor.


The Force Protection Mission Essential list is not to be confused with Weather Advisory Mission Essential personnel. Generally, ARL personnel would not report to work if the installation is closed due to a weather advisory.

For more information, visit the following site:  
<http://at-awareness.org/>.

### b. National Terrorism Advisory System (NTAS)

The world has changed since Sept. 11, 2001. We remain a nation at risk to terrorist attacks and will remain at risk for the foreseeable future. At all threat conditions, we must remain vigilant, prepared, and ready to deter terrorist attacks. When there is credible information about a threat, an NTAS Alert will be shared with the American public. It may include specific information, if available, about the nature of the threat, including the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate or respond to the threat. The advisory will clearly indicate whether the threat is Elevated, if we have no specific information about the timing or location, or Imminent, if we believe the threat is impending or very soon.

For more information, visit the following site:  
<http://www.dhs.gov/national-terrorism-advisory-system>.



Alert

DATE & TIME ISSUED: XXXX

**SUMMARY**

The Secretary of Homeland Security informs the public and relevant government and private sector partners about a potential or actual threat with this alert, indicating whether there is an "imminent" or "elevated" threat.

**DURATION**

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

**DETAILS**

- This section provides more detail about the threat and what the public and sectors need to know.
- It may include specific information, if available, about the nature and credibility of the threat, including the critical infrastructure sector(s) or location(s) that may be affected.
- It includes as much information as can be released publicly about actions being taken or planned by authorities to ensure public safety, such as increased protective actions and what the public may expect to see.

**AFFECTED AREAS**

- This section includes visual depictions (such as maps or other graphics) showing the affected location(s), sector(s), or other illustrative detail about the threat itself.

**HOW YOU CAN HELP**

- This section provides information on ways the public can help authorities (e.g. camera phone pictures taken at the site of an explosion), and reinforces the importance of reporting suspicious activity.
- It may ask the public or certain sectors to be alert for a particular item, situation, person, activity or developing trend.

**STAY PREPARED**

- This section emphasizes the importance of the public planning and preparing for emergencies before they happen, including specific steps individuals, families and businesses can take to ready themselves and their communities.
- It provides additional preparedness information that may be relevant based on this threat.

**STAY INFORMED**

- This section notifies the public about where to get more information.
- It encourages citizens to stay informed about updates from local public safety and community leaders.
- It includes a link to the DHS NTAS website <http://www.dhs.gov/alerts> and <http://twitter.com/NTASAlerts>

If You See Something, Say Something™. Report suspicious activity to local law enforcement or call 911.

The National Terrorism Advisory System provides Americans with alert information on homeland security threats. It is distributed by the Department of Homeland Security. More information is available at [www.dhs.gov/alerts](http://www.dhs.gov/alerts). To receive mobile updates: [www.twitter.com/NTASAlerts](http://www.twitter.com/NTASAlerts). If You See Something Say Something™ used with permission of the NY Metropolitan Transportation Authority.

### c. Intelligence and Security Office

The mission of the Intelligence and Security Office is to provide Foreign Intelligence, Security and Counterintelligence support and protection for ARL technologies. Security is an individual responsibility and a vital part of your daily job. The ability to protect the classified information entrusted to you is one condition upon which your job performance may be evaluated. Each person with access to classified information must know and understand the requirements for safeguarding such information. Those without security clearances must also be knowledgeable of procedures in case they inadvertently come in contact with classified information. You are responsible, both personally and officially, for safeguarding classified information. You must not permit access to sensitive or classified information by unauthorized personnel. You must report to the proper authority any violations by others that could lead to unauthorized disclosure of classified and/or sensitive information. Your responsibilities cannot be waived, delegated, or in any other respect, excused.

Whenever issued a security identification badge, it is also your responsibility to protect your badge and to wear it properly while inside restricted areas. Security identification badges should be visible with the picture side out (face side out for non-photographic badges) and worn above the waist. Remember to take off your security identification badge when leaving a restricted area. You must also challenge any individual not wearing the proper security identification badge and report it, if needed, to the local ARL Security Office, host installation security office or security guard force.

The initial issuance of a personnel security clearance, or the determination that a person is suitable for assignment to sensitive duties, cannot be considered as a final personnel security action. Rather, there is a clear need to ensure that after the personnel security determination is reached, the individual's trustworthiness is a matter of continuing assessment. This is a key component of personnel security. Continued assessment of personal conduct is vital because people and situations change over time and, therefore, the determination about suitability to hold a security clearance is never final. Everyone, including managers, supervisors and employees, must share in the responsibility for such assessment. Hence, employees have a responsibility to report to the ARL Security Manager adverse information as it pertains to them. Similarly, managers and

supervisors have the duty to report adverse information regarding individuals under their supervision. Coworkers have an equal obligation to advise their supervisor or appropriate security personnel when they become aware of information with potentially serious security significance regarding someone with access to classified information.

The following are some examples of information that must be reported to the ARL Security Manager:

- Unauthorized disclosure, to any person, of classified information or of other information in which the disclosure is prohibited by Statute, Executive Order or Regulation.
- Acceptance and active maintenance of dual citizenship.
- Possession of dual citizenship.
- Possession of a valid foreign passport.
- Ownership, inheritance or purchase of a foreign property or business.
- Disregard of public law, Statutes, Executive Orders or Regulations, including violation of security regulations or practices.
- Criminal or dishonest conduct.
- Behavior or illness, including any mental condition, that may cause a defect in judgment or reliability.
- Excessive indebtedness (to include bankruptcy), recurring financial difficulties or unexplained affluence.
- Habitual or episodic use of intoxicants to excess.
- Illegal or improper use, possession, transfer, sale or addiction to any controlled or psychoactive substance, narcotic, cannabis or other dangerous drugs.
- Foreign connections that could cause the individual to be vulnerable to coercion, influence or pressure that may cause conduct contrary to the national interest.

### d. U.S. Army Research Laboratory Counterintelligence (CI) Office

The ARL CI Office provides ARL personnel integral counterintelligence support, advice and assistance in order to detect, identify, counter or neutralize the foreign intelligence service threat directed against ARL information, facilities, activities or personnel. ARL personnel may become direct or inadvertent targets of foreign intelligence services while meeting with foreign representatives and/or while traveling overseas on official or personal travel. All countries are potential economic competitors, and may be targeting U.S. Army and ARL



# 17 Installation Security, continued

personnel with foreign representatives who are known intelligence collectors. In order to reduce the possible foreign intelligence service collection, the ARL CI office provides tailored FIS threat briefings, travel briefings, vulnerability assessments and counterintelligence analysis for ARL employees.

ARL employees will follow Department of the Army CI reporting requirements. Department of the Army personnel are required to report the following incidents or situations: IAW AR 381-12, Subversion and Espionage directed against the Army (SAEDA), now commonly known as Threat Awareness and Reporting Program (TARP); the reporting of these incidents is mandatory and failure to report could result in adverse administrative or criminal action as dictated by the United States Code of Military Justice, provisions of the United States Code or Federal regulation.

- a. Attempts by unauthorized persons to obtain classified or unclassified defense information concerning U.S. Army facilities, activities, personnel, technology or material.
- b. Known, suspected or contemplated acts of espionage by U.S. Army personnel.
- c. Contacts by Department of the Army personnel with known or suspected members of a foreign intelligence, security or terrorist organization.
- d. Any known, suspected or possible unauthorized disclosure or deliberate compromise of classified information.
- e. Information concerning any international or domestic terrorist activity or sabotage.
- f. Any known or suspected illegal diversion or attempted illegal diversion of U.S. technology to a foreign country.
- g. Active attempts to encourage military or civilian employees to violate laws, disobey lawful orders or regulations or disrupt military activities. (Subversion)
- h. Participation by DA personnel in activities advocating or teaching the overthrow of the United States. (Sedition)
- i. Known, suspected or attempted intrusions into DA automated information systems by unauthorized users or by authorized users to gain unauthorized access.
- j. Any situation involving coercion, influence or pressure brought to bear on DA personnel through family members residing in foreign countries.
- k. Additional matters of CI interest are located in paragraph 3-2 of AR 381-12, Subversion and Espionage directed against the Army (SAEDA), 15 Jan 1993.

To report a CI incident or request any CI support, please contact the Adelphi CI/Security Office (301) 394-4166.

## e. U.S. ARL Operation Security (OPSEC)

OPSEC maintains essential secrecy, which is a condition achieved by the denial of critical information to adversaries. Adversaries in possession of critical information can prevent friendly mission accomplishment. OPSEC is a process and a risk management tool that enables commanders to view an operation or activity from an adversary's perspective.

It is essential for ARL employees to deny the adversary ARL's critical information. EEFI stands for Essential Elements of Friendly Information, key questions that an adversary is likely to ask about friendly intentions, capabilities and activities so they can obtain answers critical to operational effectiveness. Every ARL employee is responsible for knowing the following ARL EEFI and safeguarding the answer to these questions to protect ARL's critical information:

- a. How much funding does each ARL program/technology/system receive?
- b. What are the dates and locations for testing of ARL technologies/systems? Which personnel are involved?
- c. What are the dates, destinations and purpose for ARL personnel to travel?
- d. What are the ARL policies and procedures concerning intelligence, counterintelligence, security, law enforcement, antiterrorism or force protection?
- e. What ARL technologies/systems are being deployed overseas? How many? To which units? Where?
- f. What are the capabilities, vulnerabilities and limitations of ARL developed technologies/systems?
- g. Where are ARL employees located? Who are ARL employees' supervisors/subordinates? What are ARL employees' social security numbers, dates of births, places of births, etc.? What is the contact information for ARL employees?
- h. What specific technologies do ARL employees work on?
- i. What ARL facility construction modifications are planned? Why?
- j. What are the blueprints concerning ARL facilities/buildings power, water or air circulation/ventilation?

Please contact your local ARL site security office for any additional questions or requests for OPSEC support.

# 18 ARL Collective Bargaining Units (Unions)

Employees who are members of a bargaining unit will be notified annually (Weingarten notice). The following labor unions represent ARL employees:

**AFGE Local 2** represents 350 ARL professional series employees at the Adelphi Laboratory Center (ALC);

**AFGE Local 3176** represents 100 S&Es within the Materials Division, Weapons and Materials Research Directorate (WMRD) at Aberdeen Proving Ground (APG);

**IAMAW Local 2424** represents five ARL Wage Grade employees at APG;

**NFFE Local 2049** represents 30 nonprofessional series administrative employees within the ARL Associate Director for Laboratory Operations (ADLO) at White Sands Missile Range (WSMR);

**AFGE Local 2182** represents five technicians within the Vehicle Technology Directorate (VTD) at NASA/Glenn, Cleveland, Ohio.

For more information, contact Civilian Personnel Advisory Center (CPAC) at (301) 394-5025.





## 19 How to Apply for Vacancies

USAJOBS is the U.S. Government's official system/program for Federal jobs and employment information. All Army job vacancies, as well as vacancies for other Federal organizations, are listed on the [www.usajobs.com](http://www.usajobs.com) website.

To apply for a competitive service Federal job, review the job opportunity announcements available on [usajobs.com](http://usajobs.com). Once you have identified a job(s) of interest, review the announcement carefully, particularly the "Qualification and Evaluation" section, to see if you may be qualified for the position. Then follow all the instructions in the "How to Apply" section for each announcement and submit any additional documentation

to verify your qualifications such as transcripts, SF-50 Notification of Personnel Action and/or Veterans' Form DD-214. After applying, it's a good idea to print and keep a copy of the job opportunity announcement for your records. For more on Employment Information, Employment Eligibility, and Applying for a Federal Job, visit the [USAJOBS Resource Center](#).



## 20 Employee Self Development and Training

The Army offers a variety of training and self development opportunities for your career development. At ARL, we use traditional classroom courses taught by vendors, correspondence courses, Web-based courses and desk-side on-the-job training. Your supervisor will be working with you to develop your individual development plan (IDP) to identify your on-the-job training and formal training needs. Most often you will find out about training opportunities through your supervisor, announcements from your Training Coordinator or by checking the training events calendar that can be found on ARLInside under Human Resources Management Office (<https://arlinside.arl.army.mil/inside/labops/HumanResources/default.cfm>). Other training

information can be found by periodically checking at <http://cpolrhp.belvoir.army.mil/ner/FunctionalAreas/CHRA/hrd/training.htm>. You will then have access to the full range of training regulatory information and training sources.

If you are new to ARL and also a new supervisor, then visit the Army Civilian Leader Core Curriculum page at <http://cpol.army.mil/library/train/ces/index.html> for a list of Army mandatory and recommended Leader training.

For additional information, contact your respective CPAC Human Resources Specialist.





## 21 Diversity Advisory Board

The Diversity Advisory Board (DAB) was established on September 23, 1998, under the guidance of the ARL Director. It is the Director's desire that the DAB generate and recommend actions to support ARL's vision of a fully inclusive and diverse workplace.

### Mission:

It is the exploration of these differences in a positive and nurturing environment that allows employees to grow and fully utilize their talents for individual and collective achievement.

To understand diversity requires a:

- Realization that each individual is unique.
- Acknowledgment of our individual differences.
- Recognition of how these differences have an impact on interpersonal relationships and organizational effectiveness.

### Goals:

- Increase workforce awareness of DAB.
- Serve as a visible and viable body, sensitive and responsible to the needs of the workforce in matters pertaining to diversity.
- Encourage employees to appreciate their similarities and differences, and work together for a common goal, the Soldier.
- Distribute information to the workforce on opportunities to meet diversity objectives.

- Resolve diversity-related issues received from workforce.
- Maintain an archive where resolution to diversity-related issues can be reviewed.
- Provide informative diversity briefings to managers and employees.
- Provide advice and recommendations to the ARL Director on diversity-related issues.

### Roles and Responsibilities of Members:

- Actively participate in DAB business, attend meetings and support the goals of the DAB.
- Identify problem areas, concerns and special interests affecting the workforce, and recommend viable courses of action to the DAB.
- Serve as liaison between the DAB and the member's organizational element.
- Transition their replacement before their tenure has ended.

### Attendance and Meetings

The DAB meets quarterly and the membership is comprised of two representatives from each directorate, who are to keep their management staff informed of diversity issues and events. Committee members are a viable avenue for employees to submit their diversity suggestions and concerns. The committee rotates meeting locations between Adelphi and Aberdeen Proving Ground.



## 22 Deployments

Civilian and Military Deployment questions should be directed to Cynthia Barnett, (301) 394-4676 or via e-mail at: [cynthia.y.barnett@us.army.mil](mailto:cynthia.y.barnett@us.army.mil).

ARL's Deployment Web site is: <https://arlininside.arl.army.mil/inside/personnel/CPAC/Deployment/Deployment2.htm>.





## 23 ARL Technical Library

### a. Access and Use

Access to ARL Technical Library collections and services is available to authorized\* personnel during the times listed below.

Electronic access to WebCat, the Library's online Library catalog, and all Library electronic databases, including e-journals, is available at anytime from an ARL Network PC or a remote VPN connection. All Library sites have PCs that are available to ARL personnel with network access.

\*Level of access to the Technical Library and its resources is dependent on employee status, security level and need to know. Users must have an ARL e-mail account.

Hours: Mon. – Fri. 9:00 a.m. – 4:00 p.m.

### b. Contacts and Collections

E-mail: [usarmy.adelphi.arl.list.libraryalc@mail.mil](mailto:usarmy.adelphi.arl.list.libraryalc@mail.mil)

Bldg. 205, Rm 2E010 - 301-394-2536 DSN 290: Mathematics, Physics, Electrical Engineering, Electronics, Nuclear Engineering and Physical Chemistry

E-mail: [usarmy.APG.arl.list.libraryapg@mail.mil](mailto:usarmy.APG.arl.list.libraryapg@mail.mil)

Bldg. 330—410-278-3394 DSN 298: Mathematics, Physics and Chemistry, Computer Science and Engineering, Human Factors, Ergonomics and Psychology

Bldg. 4600—410-306-0626 DSN 458: Materials Science and Vehicle Technology

Borrower Privileges: Federal employees may borrow materials from the ARL Technical Library. Contract authorized personnel may borrow materials dependent upon the terms of their contract.

### c. Library Services

Professional Librarians and Technical Information Specialists:

- Conduct comprehensive reference interviews with ARL Researchers to assist them in identifying and clarifying their information needs.
- Perform mediated literature searches of online databases to produce on-demand subject bibliographies, including classified.
- Obtain materials not in ARL's Library collections via



InterLibrary Loan and Document Delivery services.

- Provide training sessions on the Library's online resources to broaden researchers' knowledge of search strategies and techniques. Sessions are tailored to the needs of workgroups or individuals, by appointment or walk in.

### d. Online Resources

Federated Searching:

Simultaneously search over all or any combination of ARL Technical Library's electronic resources (journals, books, reports) and link to the full text of subscribed e-resources using OneSearch.

### e. Full-Text Resources

E-Journals: Full-text access to thousands of journals from leading scientific and technical publishers including AIP, ACS, Elsevier, IEEE, SPIE and Springer are available through WebCat (the online catalog). E-journals can also be identified by searching the Library's Online Journals webpage.

E-Books: Search and view the full-text of chemistry and engineering handbooks in ChemNetBase and EngNetBase, 2,000 engineering-related texts made available through the KNOVEL database and 14,000 Springer book titles.

Reports: Access the full text of unclassified/unlimited ARL and ARL Legacy reports through WebCat, the Library's online catalog.

### f. Abstracting and Indexing Resources

Online access to the Science Citation Index and the Social Science Citation Index, along with INSPEC, is available through the Library's Web of Science subscription. Researchers are also able to search PsycInfo, NTIS and the Scientific and Technical Research Database through the CSA Illumina, a multisource database.

### g. Locating the Library

On ARLInside:

Select—Employee Resources/Tech Library  
Visit the Library's webpage, request a WebCat account and learn more about our online resources and services.

## 24 ARL Internal Review Office

The ARL Internal Review Office (IRO) is an independent, objective, assurance and consulting office designed to mitigate risk and increase assurance of the effectiveness and efficiency of laboratory operations.

The fundamental tenet of Army management philosophy is that leadership at all levels is responsible for the accomplishment of their missions and for effective stewardship of the resources provided to them for mission accomplishment. Leadership is responsible for compliance with laws, policies and procedures; achieving program objectives; and for the accuracy, propriety, legality and reliability of their actions. In discharging their responsibility, leadership will use their IR capability and other facets of their internal control system to

ensure the preservation and proper use of resources.

Services provided by IROs include:

- (1) Review services.
- (2) Anti-deficiency Act Violation investigations.
- (3) Consulting and advisory services.
- (4) Liaison with internal and external audit organizations.
- (5) Follow-up with external audits to ensure recommendations have been implemented.
- (6) The IR Officer is the primary advisor to the ARL Director regarding audit matters.

In summary, the IR Office is the watchdog for waste, fraud and abuse.

ARL's Internal Review Officer is Ms. Luann Schaefer at 301-394-3036. ARL's annual internal review plan is posted on ARLInside.





## 25 ARL Technical Publishing Office

ARL Technical Publishing assists ARL scientists and engineers in the timely and efficient submission, editing, formatting, printing and distribution of ARL reports and other documents written for dissemination outside of ARL. We are here to help you present yourself and your organization in the best possible way in any written materials you produce.

Our primary mission is to publish reports in the ARL series, including technical reports, memorandum reports, contractor reports, technical notes, special reports and reprint reports. We also edit, format and publish documents written for dissemination outside of ARL. These documents include briefings, conference papers, journal articles, ARL annual reports, white papers and proposals, Web content, etc. To that end, we also provide editorial assistance to ARL authors during the rough-draft stage, prior to formal submission for publication. For example, we can assist an author in organizing information for inclusion in a report or other document, and we can provide, as necessary and as requested, one-on-one or small group (less than 12 personnel) instruction of technical writing techniques.

We also offer a quarterly technical writing seminar, "ARL Technical/Scientific Writing: Publish Like a Pro." This 90-minute seminar focuses on ARL's publishing and editing process, explaining how you can use our free editing and formatting service to improve your technical/

scientific writing and the impact of your research both within and outside of ARL. The course is limited to 12 participants and is open to all ARL employees. Course registration can be found in the Total Employee Development (TED) training database.

For more detailed information on the services we provide, see our page on ARLInside:  
<https://arlininside.arl.army.mil/inside/techpub/index.cfm>

ARL Technical Publishing Points of Contact:

ALC: Carol Johnson  
[carol.l.johnson.106.civ@mail.mil](mailto:carol.l.johnson.106.civ@mail.mil)  
301-394-3508

Walter Bailey  
[walter.j.bailey2.civ@mail.mil](mailto:walter.j.bailey2.civ@mail.mil)  
301-394-1617

APG: Jessica Schultheis  
[jessica.d.schultheis.civ@mail.mil](mailto:jessica.d.schultheis.civ@mail.mil)  
410-278-5725

WSMR: Jim Le Noir  
[jim.u.lenoir.ctr@mail.mil](mailto:jim.u.lenoir.ctr@mail.mil)  
575-678-8503



## 26 ALC Garrison Programs

### Army Substance Abuse Program (ASAP)

#### Our Mission

The Army Substance Abuse Program mission is to strengthen the overall fitness and effectiveness of the Army's workforce, to conserve manpower and enhance the combat readiness of Soldiers.

#### Our Objectives

- Provide services that are proactive and responsive to the needs of the Army's workforce, and emphasize alcohol and other drug abuse deterrence, prevention, education and rehabilitation.
- Implement alcohol and other drug risk reduction and prevention strategies that respond to potential problems before they jeopardize readiness, productivity and careers.
- Provide effective alcohol and other drug abuse prevention and education at all levels.
- Achieve maximum productivity and reduce absenteeism and attrition among civilian corps members by reducing the effects of the abuse of alcohol and other drugs.

ASAP services are available to all DA civilian employees, Soldiers and family members. Contractors are invited to attend training programs and campaign events.

#### Hours of Operation:

Most ASAPs are open during normal core hours Monday – Friday.

#### Programs and Services:

- Assistance with substance abuse issues and/or questions
- Employee Assistance Program (EAP)
- Substance Abuse Prevention and Awareness Education and Campaigns and education on additional topics to include Workplace Violence Prevention
- Suicide Prevention Program
- Reduction Program (not available at all locations)

### Mandatory Training per AR 600-85:

- Prevention and Awareness Training: All DA civilian employees are required to participate in a minimum of two hours of substance abuse prevention and awareness training each FY. Soldiers are required to receive four hours of training each FY.
- Employees who occupy Testing Designated Positions (TDP) and supervisors of employees who occupy TDPs must participate in additional training.
- Supervisors are also required to receive training on the EAP and referral services.

### Drug Testing:

- Testing Designated Positions (TDP) – Some employees serve in positions that require them to be randomly drug tested. Employees who occupy these types of positions are required to sign a DA Form 5019, Condition of Employment, upon acceptance of the position. The DA Form 5019 states that the employee must participate in random drug testing, when selected. Random selections for drug testing are accomplished using a special software program, and the current rate of random testing is equal to 100% per year.
- Testing procedures
  - The DMO/ASAP Manager notifies an employee's supervisor when an employee has been selected for testing.
  - The supervisor then notifies the employee of the testing time and location.
  - Testing procedures are conducted IAW Department of Health and Human Services guidelines.

### Employee Assistance Program (EAP) Services:

The U.S. Army has an Employee Assistance Program (EAP), which is an employer-sponsored job-site based program designed to provide free and confidential services, to include screening to identify the employee's problem, short-term counseling and, when appropriate, a referral to a facility or service (within or outside the Army) that can assist the employee in resolving his or her problem(s). Participation in the EAP is voluntary and, ultimately, it is the employee's decision



# 26 ALC Garrison Programs, continued

to participate or not. In addition to substance abuse problems, the Army EAP helps employees achieve a balance between their work, family and other personal responsibilities. Job effectiveness can be adversely affected when employees are faced with emotional or behavioral problems, family responsibilities, financial and legal difficulties and dependent (child/elder) care needs. EAP services can be extremely important in the prevention of, and intervention in, workplace violence incidents.

DA Civilian Employees and their family members, Retired Military and their family members and Family Members of active duty military may use the Employee Assistance Program (EAP).

**a. Employee Assistance Program (EAP) Services to the Installation Organization:**

Managers and supervisors are urged to become familiar with the EAP referral process and to make referrals and/or recommend to employees that they seek help through the installation EAP.

- Training and consultation for supervisors and managers on how and when to make proper use of EAP services for improving employee performance and conduct.
- Consultation to management about trends in employee needs, work groups, and related concerns dealing with work/life support programs.

**b. Employee Assistance Program (EAP) Services to Employees:**

- Assessment, problem identification and short-term counseling/intervention.
- Referral for treatment and rehabilitation to appropriate community counseling/treatment resources.
- Follow-up services to aid an employee in achieving an effective readjustment to his or her job after treatment.

**c. What types of issues does the Employee Assistance Program (EAP) address:**

The EAP is available to provide assistance on a wide variety of concerns to include, but not limited to:

- Stress management
- Resolving marital problems

- Living with depression or anxiety
- Quitting smoking
- Dealing with aging parents
- Parenting concerns
- Dealing with coworkers and supervisors
- Victim of domestic violence
- Living with change in the workplace
- Coping with loss and grief
- Personal finances
- Drug and alcohol abuse

**Suicide Prevention Information**

Each suicide that occurs within the U.S. Military, including the civilian workforce, is a tragic event; even one is too many. All leaders must remove the stigma attached to seeking help and strongly promote and reward these positive behaviors in their Soldiers and civilians. It is everyone's responsibility to recognize and respond to suicidal behavior. Directors, managers and supervisors are responsible for ensuring that Soldiers and civilians under their supervision receive suicide prevention training annually. Leaders will demonstrate care and concern for their personnel and create an environment that encourages help-seeking behaviors.

**• Signs of High Risk:**

- Break-up of a close relationship
- Death of a loved one
- Failure or disappointment concerning job or school
- Loss of emotional support from moving to a new environment
- Loss of self-esteem
- Loss of social or financial status of the family
- Effects of drugs and/or alcohol
- A family history of suicide

**• What To Do:**

"ACE" Card (Wallet sized cards are available from the local ASAP)

**• ASK**

- Have the courage to ask, "Have you been thinking about suicide?"

**• CARE**

- Remove any means they could use to hurt themselves.
- Stay calm, control the situation.
- Take time to listen.

**• ESCORT**

- Do not leave them alone
- Escort them to someone in the chain of command, behavioral health, Occupational Health Clinic, the EAP, the Police or another helping agency.

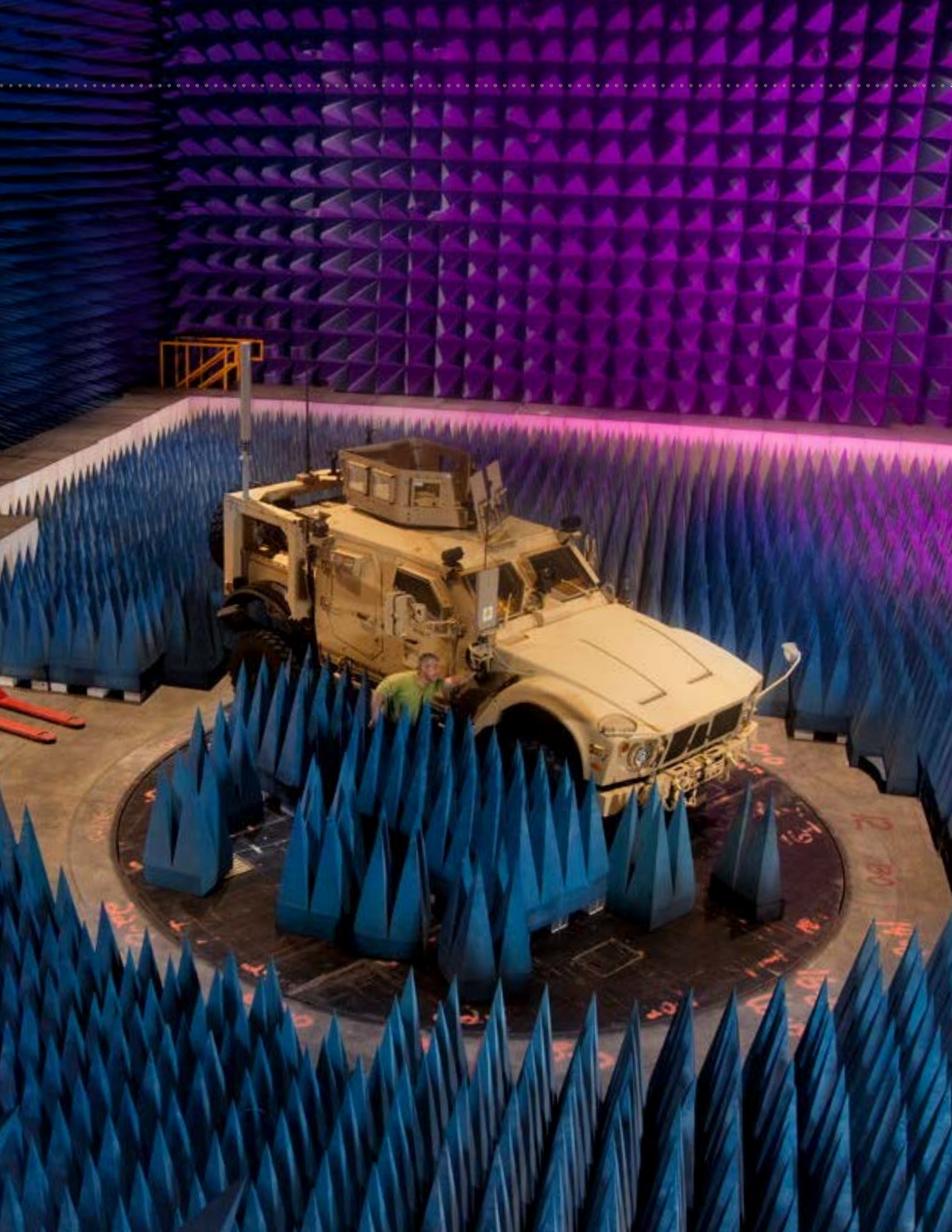
**Resources:**

- AR 600-85
- DA PAM 600-85
- AR 600-63

**Who to Contact:**

- ALC: Darlene Copeland or Theresa Thomas, 301-394-2518 / 301-394-1037
- APG: All Services - 410-278-3810
- ARO: Darlene Copeland, 301-394-2518
- STTC: Follow ALC action
- WSMR: Program Manager 575-678-1957 / EAP Coordinator 575-678-6571





# Appendix A Personnel Demonstration Project (PDP)

The National Defense Authorization Act for Fiscal Year 1995 (PL 103-337) authorized the Secretary of Defense, with Office of Personnel Management (OPM) approval, to conduct personnel demonstrations at DoD laboratories designated as Science and Technology (S&T) Reinvention Laboratories. The Army Research Laboratory Personnel Demonstration project was designed by ARL with participation and review by DoD and OPM. The Demonstration, which was seen as an opportunity to achieve the best workforce for the laboratory’s mission, was implemented on June 8, 1998.

## FEATURES

- Broadbanding.
- Simplified Classification.
- Pay for Performance.
- Hiring, Appointment and Internal Placement.
- Expanded Developmental Opportunities.
- Modified RIF Procedures.
- Reduction in Pay / Removal.

## BROADBANDING

Replaces 15 grades with three to five pay bands.  
Organizes occupations into four occupational families.

## SIMPLIFIED CLASSIFICATION

- Standardized, generic position descriptions.  
Automated position description system (PDQuick)
- Menu-driven.

- Tailored to ARL missions and functions.
- Web-based application on ARL intranet.

## PAY FOR PERFORMANCE

- Annual performance objectives.  
Performance elements are weighted.  
Benchmark performance standards.  
After performance is rated and “reconciled,” score is translated into summary rating levels.  
Payout is in terms of shares:
  - Distinguished = 3 or 4 Shares
  - Commendable = 2 or 3 Shares
  - Successful = 0 or 1 SharesPay pool funded by former WGIs/QSIs; in-band promotions; performance awards.  
Payout based on performance rating.  
Normal grievance rights preserved; Alternative Dispute Resolution (ADR) and  
Last Chance Agreements (LCA) are available.  
Special Act and On-the-Spot Awards continue; not linked to performance rating.  
All employees\* get government-wide annual salary adjustments and locality pay.

| Occupational Families    | GS Grade |   |   |   |    |   |   |     |    |    |    |     |    |    |    | Above |
|--------------------------|----------|---|---|---|----|---|---|-----|----|----|----|-----|----|----|----|-------|
|                          | 1        | 2 | 3 | 4 | 5  | 6 | 7 | 8   | 9  | 10 | 11 | 12  | 13 | 14 | 15 |       |
| Engineers and Scientists | I        |   |   |   | II |   |   |     |    |    |    | III | IV |    | V  |       |
| E&S Technicians          | I        |   |   |   |    |   |   |     | II |    |    | III |    |    |    |       |
| Administrative           | I        |   |   |   | II |   |   |     |    |    |    | III | *  | IV |    |       |
| General Support          | I        |   |   |   | II |   |   | III |    |    |    |     |    |    |    |       |
| Pay Bands                |          |   |   |   |    |   |   |     |    |    |    |     |    |    |    |       |

\* Administrative Pay Band III contains two full performance levels, because not all work assignments in Band III will support movement to the top of the band.



Appendix **A** Personnel Demonstration Project (PDP), continued

**HIRING, APPOINTMENT, AND INTERNAL PLACEMENT**

Limited OPM involvement.  
Delegated examining unit at CPOC.  
Open announcements and applicant supply files.  
Selection and promotion panels.  
Alternative (categorical) examining process.  
Direct Hire Authority for Scientists & Engineers with advanced degrees.  
Distinguished Scholastic Achievement appointments.  
Extended probation for S&Es (three years).  
Five-year term appointments.  
Voluntary emeritus corps.

**EXPANDED DEVELOPMENTAL OPPORTUNITIES**

All employees eligible to apply for:

- Degree training (critical skills imbalance);
- Developmental assignments;
- Leadership training;
- Sabbaticals;

- Long-term training (LTT); and
- LTT/Sabbatical selection by corporate level panel.

**MODIFIED RIF PROCEDURES**

Competitive area is occupational family at geographic site.  
Bump and retreat normally limited to one pay band.  
Preserves veterans rights.  
- Additional credit based on performance ratings:  
Distinguished = 10 years; Commendable = 7 years; and Successful = 3 years  
Last three ratings.  
Added, not averaged.  
Maximum of 30 years additional service credit.

**REDUCTION IN PAY / REMOVAL**

Immediate and continued attention to performance problems.  
Available Alternative Dispute Resolution (ADR) and Last Chance Agreements (LCA).  
Reduction in pay for unsatisfactory rating.



Appendix **B** Military Rank Structure

Here is a chart to help you distinguish Army rank:

**ENLISTED**






| Insignia | Pay Grade - Rank                | How to Address                   | Abbreviated Rank |
|----------|---------------------------------|----------------------------------|------------------|
|          | E1 - PRIVATE                    | PRIVATE                          | PV1              |
|          | E2 - PRIVATE                    | PRIVATE                          | PV2              |
|          | E3 - PRIVATE FIRST CLASS        | PRIVATE                          | PFC              |
|          | E4 - CORPORAL                   | CORPORAL                         | CPL              |
|          | E4 - SPECIALIST                 | SPECIALIST                       | SPC              |
|          | E5 - SERGEANT                   | SERGEANT                         | SGT              |
|          | E6 - STAFF SERGEANT             | SERGEANT OR STAFF SERGEANT       | SSG              |
|          | E7 - SERGEANT FIRST CLASS       | SERGEANT OR SERGEANT FIRST CLASS | SFC              |
|          | E8 - MASTER SERGEANT            | SERGEANT OR MASTER SERGEANT      | MSG              |
|          | E8 - FIRST SERGEANT             | FIRST SERGEANT                   | 1SG              |
|          | E9 - SERGEANT MAJOR             | SERGEANT MAJOR                   | SGM              |
|          | E9 - COMMAND SERGEANT MAJOR     | SERGEANT MAJOR                   | CSM              |
|          | E9 - SERGEANT MAJOR OF THE ARMY | SERGEANT MAJOR                   | SMA              |













Appendix **B** Military Rank Structure, continued

WARRANT OFFICER

For additional information, visit the following Web site: <http://www.defenselink.mil/specials/insignias/index.html>.

| Insignia  | Pay Grade - Rank              | How to Address | Abbreviated Rank |
|---|-------------------------------|----------------|------------------|
|  | WO1 - WARRANT OFFICER 1       | MISTER         | WO1              |
|  | CW2 - CHIEF WARRANT OFFICER 2 | MISTER         | CW2              |
|  | CW3 - CHIEF WARRANT OFFICER 3 | MISTER         | CW3              |
|  | CW4 - CHIEF WARRANT OFFICER 4 | MISTER         | CW4              |
|  | CW5 - CHIEF WARRANT OFFICER   | MISTER         | CW5              |

COMMISSIONED OFFICER

| Insignia  | Pay Grade - Rank                 | How to Address                 | Abbreviated Rank |
|---|----------------------------------|--------------------------------|------------------|
|  | O1 - 2ND LIEUTENANT              | LIEUTENANT                     | 2LT              |
|  | O2 - 1ST LIEUTENANT              | LIEUTENANT                     | 1LT              |
|  | O3 - CAPTAIN                     | CAPTAIN                        | CPT              |
|  | O4 - MAJOR                       | MAJOR                          | MAJ              |
|  | O5 - LIEUTENANT COLONEL          | COLONEL OR LIEUTENANT COLONEL  | LTC              |
|  | O6 - COLONEL                     | COLONEL                        | COL              |
|  | O7 - BRIGADIER GENERAL (1 STAR)  | GENERAL OR BRIGADIER GENERAL   | BG               |
|  | O8 - MAJOR GENERAL (2 STAR)      | GENERAL OR MAJOR GENERAL       | MG               |
|  | O9 - LIEUTENANT GENERAL (3 STAR) | GENERAL OR LIEUTENANT GENERAL  | LTG              |
|  | O10 - GENERAL (4 STAR)           | GENERAL                        | GEN              |
|  | GENERAL OF THE ARMY (5 STAR)     | GENERAL OR GENERAL OF THE ARMY | GA               |

Appendix **C** Web Sites

Frequently visited Web sites

|                                  |   |
|----------------------------------|---|
| ABC-C                            | <a href="https://www.abc.army.mil">https://www.abc.army.mil</a>   |
| Acronyms                         | <a href="http://www.dtic.mil/doctrine/jel/doddict/acronym_index.html">http://www.dtic.mil/doctrine/jel/doddict/acronym_index.html</a>                 |
| ACTEDS                           | <a href="http://www.cpol.army.mil/library/train/acteds/">http://www.cpol.army.mil/library/train/acteds/</a>   |
| AKO                              | <a href="https://www.us.army.mil/portal/portal_home.jhtml">https://www.us.army.mil/portal/portal_home.jhtml</a>                                       |
| APG                              | <a href="http://www.apg.army.mil">http://www.apg.army.mil</a>   |
| ARL                              | <a href="http://www.arl.army.mil/">http://www.arl.army.mil/</a>   |
| CPAC - Human Resource Specialist | <a href="https://arlinside.arl.army.mil/inside/personnel/CPAC/CPACOrgCht.pdf">https://arlinside.arl.army.mil/inside/personnel/CPAC/CPACOrgCht.pdf</a> |
| CPOL                             | <a href="http://www.cpol.army.mil">http://www.cpol.army.mil</a>   |
| DFAS                             | <a href="http://www.dfas.mil/">http://www.dfas.mil/</a>   |
| Force Protection                 | <a href="http://at-awareness.org/">http://at-awareness.org/</a>   |
| How the Army Runs                | <a href="http://carlisle-www.army.mil/usawc/dclm/Linkedtextchapters.htm">http://carlisle-www.army.mil/usawc/dclm/Linkedtextchapters.htm</a>           |
| JTR                              | <a href="http://www.dtic.mil/perdiem/jtr.html">http://www.dtic.mil/perdiem/jtr.html</a>   |
| Military Rank                    | <a href="http://www.defenselink.mil/specials/insignias/index.html">http://www.defenselink.mil/specials/insignias/index.html</a>                       |
| Military Terms                   | <a href="https://www.rmda.belvoir.army.mil/abbreviation/MainMenu.asp">https://www.rmda.belvoir.army.mil/abbreviation/MainMenu.asp</a>                 |
| MyPay                            | <a href="https://mypay.dfas.mil/mypay.aspx">https://mypay.dfas.mil/mypay.aspx</a>   |
| NECPOC                           | <a href="http://cpolrhp.belvoir.army.mil/ner/">http://cpolrhp.belvoir.army.mil/ner/</a>   |
| OPM                              | <a href="http://www.opm.gov">http://www.opm.gov</a>   |
| PERMISS                          | <a href="http://cpol.army.mil/library/permis/">http://cpol.army.mil/library/permis/</a>   |
| Safety Info                      | <a href="http://safety.army.mil/pages/training/trainmeet.htm">http://safety.army.mil/pages/training/trainmeet.htm</a>                                 |
| TSP                              | <a href="http://www.tsp.gov">http://www.tsp.gov</a>   |
| GOV E-Learning                   | <a href="http://www.golearn.gov/">http://www.golearn.gov/</a>   |
| SmartForce                       | <a href="https://www.atrrs.army.mil/channels/elearning/smartforce/">https://www.atrrs.army.mil/channels/elearning/smartforce/</a>                     |



# Appendix D Glossary

## Glossary of Terms, Abbreviations and Acronyms

Whoever said the Army speaks an entirely different language was not kidding. In your daily interaction with "America's Army," you may hear words or phrases that are unfamiliar. You'll hear whole sentences that don't seem to have "normal" words in them. Do not be intimidated. Ask what they mean. The following list provides some of the acronyms most commonly used or that you will encounter throughout your first few years of being a Federal employee. This is by no means an all-inclusive list.

**ABC-C - (Army Benefits Center-Civilian)** - provides a full range of benefits and entitlements services to Army employees through a centralized automated center. Performs all advisory services and transactional processing for Federal Employees' Health Benefits (FEHB); Federal Employees' Group Life Insurance (FGLI); Thrift Savings Plan (TSP); retirements to include - Federal Employees' Retirement System (FERS) and Civil Service Retirement System (CSRS); and survivor benefits (death and dismemberment). Responsible for delivery of services via the Web, automated telephone access and trained counselors.

**ACTEDS - (Army Civilian Training, Education and Development)** - a Department of the Army program providing civilian employees and supervisors guidance for a Career Development Plan (CDP).

**AF - (Appropriated Fund)** - Funds appropriated by Congress for a specific purpose.

**AKO - (Army Knowledge On-line)** - the one stop for Army information, AKO provides a career lifetime e-mail address, customizable portal and on-line transaction processing capabilities, accessible to its customers anywhere in the world.

**AOC - (Area of Consideration)** - for staffing purposes it is the group of applicants that are eligible to apply to any particular announcement.

**AR - (Army Regulation)** - official publications from the Department of the Army providing guidance on various aspects of the Army.

**ARL - (Army Research Laboratory)** - the Army's Corporate Research and Development Laboratory.

**ART - (Army Region Tools)** - ART was developed as a common entry to standard Defense Civilian Personnel Data System (DCPDS) applications and to enhance the user's ability to track or retrieve information from DCPDS. Users can capture real-time information such as status of Request for Personnel Action (RPA), organizational information, supervisory ratio and pay data, along with a host of other helpful information.

**AWS - (Alternative Work Schedule)** - one of several options to working less than the usual 10 days in a two-week period.

**BU - (Bargaining Unit)** - a group of employees who share a community of interest, and who are collectively represented by a labor organization.

**Career Field** - a career field is a group of functionally related positions under a single agent for life cycle personnel management purposes. All positions within Army are in an identified career field. The Army Personnel Proponent System AR 600-3 is the regulation covering career fields. There are 54 civilian career fields.

**Career Program** - a career program is comprised of occupational series and functional fields grouped together on the basis of population, occupational structure, grade range, and commonality of job and qualification characteristics. Career Programs were established to ensure there is an adequate base of qualified and trained professional, technical and administrative personnel to meet Army's current and future needs.

**CBA - (Collective Bargaining Agreement)** - a contract between a labor organization and activity management entered into as a result of collective bargaining.

**CBT - (Computer Based Training)** - many of the courses that you will be required to take while employed at the NECPOC are computer-based. This is just like taking an on-line correspondence course. They are generally self-paced but they do generally have a deadline for course completion.

**CFB - (Customer Focus Branch)** - CPOC way of describing the branches that encompass staffing and classification.

**CFR - (Code of Federal Regulations)** - a codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government. Corresponds to the United States Code (see USC).

**CHRA - (Civilian Human Resource Agency)** - located on Aberdeen Proving Ground, Maryland. It is responsible for operational effectiveness of the CPOCs, CPACs and Regions.

**CL - (Competitive Level)** - a group of positions, NOT PEOPLE, in a competitive area in the same grade and classification series that are similar enough in duties, qualification requirements, pay schedules and working conditions so that the incumbent of one position can successfully perform the duties of any other position in the level without any loss of productivity beyond that normally expected in the orientation of any new but fully qualified employee.

**COE - (Corps of Engineers)** - a major command within the Army whose primary mission is Civil Works Projects.

**Competitive Area** - a competitive area, for reduction-in-force purposes, is an organizational entity in which employees compete with each other to determine who will retain his/her position, who will be separated or who will be offered another position.

**CONUS - (Continental United States)** - all the states except Alaska and Hawaii.

**Core hours** - the time periods during the workday, workweek or pay period that are within the tour of duty during which an employee covered by a flexible work schedule is required by the agency to be present for work.

**CPAC - (Civilian Personnel Advisory Center)** - the part of the personnel organization that is located on a installation or COE site tasked with providing Management Employee and Labor Relations services and overall human resource advice to the manager.

**CPOC - (Civilian Personnel Operations Center)** - one of eight centers (five CONUS, three OCONUS) which process personnel actions, classification of jobs, issue referral lists, set pay, etc.

**CPOL - (Civilian Personnel On-Line)** - your homepage and your access to Army civilian employment, training and career opportunities. This site also allows you admittance to the Army civilian personnel library, Personnel Management Information and Support System (PERMISS), Position Description (PD) Library and links to other civilian personnel information and sites.

**Credit hours** - those hours within a flexible work schedule that an employee voluntarily elects to work in excess of his or her basic work requirement so as to vary the length of a subsequent workweek or workday.

**CSRS - (Civil Service Retirement System)** - originated in 1920 and has provided retirement, disability and survivor benefits for most civilian employees in the Federal government. (Has been replaced for new employees with FERS.)

**CWS - (Compressed Work Schedule)** - in the case of a full-time employee, an 80-hour biweekly basic work requirement that is scheduled by an agency for less than 10 workdays.

**DCIPS - (Defense Civilian Intelligence Personnel System, formerly CIPMS)** - personnel system for positions in the intelligence community.

**DFAS - (Defense Finance and Accounting Service)** - the organization who pays you and through whom you process all permanent change of station and travel claims.

**DSN - (Defense Signal Network)** - a telephone system for government to government calls. You will have two phone numbers to your desk, one commercial and one DSN.

**EEOC - (Equal Employment Opportunity Commission)** - established by Title VII of the Civil Rights Act of 1964, the EEOC enforces the following Federal statutes: Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act (ADEA) of 1967; the Equal Pay Act (EPA) of 1963; Title I and Title V of the Americans with Disabilities Act (ADA) of 1990; Section 501 and 505 of the Rehabilitation Act of 1973; and the Civil Rights Act of 1991, providing monetary damages in cases of intentional discrimination and clarifying provisions regarding disparate impact actions.



# Appendix D Glossary, continued

**EOD - (Entry on Duty)** - the day an individual starts working for the Federal Service.

**FASCLASS - (Fully Automated System for Classification)** - this application automates position descriptions (PDs) and provides a searchable automated Master File of PDs. Besides standardizing, simplifying and expediting internal classification and staffing processes with the CPOCs, this Web-based system simultaneously provides current position descriptions and organizational structures to managers/supervisors and civilian personnel specialists who have Internet access.

**FEGLI - (Federal Employee Group Life Insurance)** - life insurance that covers you as an employee.

**FEHB - (Federal Employee Health Benefits)** - health insurance for Federal employees.

**FERS - (Federal Employee Retirement System)** - this is your retirement system. The retirement system is a three-tiered plan. The three components are Social Security Benefits, Basic Benefit Plan and Thrift Savings Plan Benefits.

**Flexible Work Schedule (FWS)** - in the case of a full-time employee, has an 80-hour biweekly basic work requirement that allows an employee to determine his or her own schedule within the limits set by the agency.

**Flexible Time Bands** - the times during the workday, workweek or pay period within the tour of duty during which an employee covered by a flexible work schedule may choose to vary his or her times of arrival to and departure from the work site consistent with the duties and requirements of the position.

**Flexitour** - a type of flexible work schedule in which an employee is allowed to select starting and stopping times within the flexible time bands. Once selected, the hours are fixed until the agency provides an opportunity to select different starting and stopping times.

**FLRA - (Federal Labor Relations Authority)** - administrative body which interprets and oversees compliance with the Federal Labor-Management Relations Statute.

**FLSA - (Fair Labor Standards Act)** - 1938 (applicable to Federal employees in 1972), provides for minimum standards for both wages and overtime entitlement, and spells out administrative procedures by which covered work time must be compensated.

**FY - (Fiscal Year)** - the 12 months included in any given budget. Runs from October 1 through September 30 of the following year.

**GS - (General Schedule)** - what are considered the "white collar" jobs in the appropriated funds personnel system.

**GSSG - (General Schedule Supervisory Guide)** - standard used to rate supervisory jobs to determine proper grade level.

**The Hatch Act** - passed in 1939, the Hatch Act (Act) is the law that restricts the partisan political activity of civilian executive branch employees of the Federal Government, District of Columbia Government and some state and local employees who work in connection with Federally funded programs. The Act was significantly amended in 1993 to allow most Federal employees to engage in certain types of political activities while in their personal capacities. Additional statutory restrictions apply to career members of the Senior Executive Service (SES) with DoD policy placing further substantial restrictions on non-career SES members. Members of the Armed Forces are not covered by the Act. Rather, the political activities of Members of the Armed Forces are governed by DoD Directive 1344.10, Political Activities by Members of the Armed Forces on Active Duty.

**HRD - (Human Resources Development)** - in simple terms, the training sections of a CPOC.

**IDP - (Individual Development Plan)** - outlines an employee's training and skill requirements to perform their job.

**I&I - (Impact and Implementation Bargaining)** - a form of mid-term bargaining over the terms of implementing a change where the change itself is non-negotiable, i.e., negotiating on management actions rather than on terms of the actual agreement.

**JTR - (Joint Travel Regulation)** - pertains to per diem, travel and transportation allowances, relocation allowances and certain other allowances of DoD civilian employees related to travel.

**KSA - (Knowledge, Skills and Abilities)** - the "characteristics" a person should have to perform a job at any given grade level.

**LES - (Leave and Earnings Statement)** - document explaining your pay and leave status for a pay period and some additional information.

**LTT - (Long Term Training)** - training that lasts longer than 120 days.

**LWOP - (Leave Without Pay)** - is a temporary non-pay status and an authorized absence from duty, or issued when the employee has insufficient annual leave or sick leave, or compensatory time available to cover an approved absence.

**MACOM - (Major Command)** - higher headquarters for various specialty fields in the Army.

**NAF - (Non-Appropriated Funds)** - the other type of Federal employee which are not paid from funds appropriated by Congress.

**NECPOC - (Northeast Civilian Personnel Operations Center)** - located on Aberdeen Proving Ground, MD.

**NPA - (Notification of Personnel Action)** - what an employee receives as record that a personnel action has been performed.

**OCONUS - (Outside Continental United States)** - all foreign countries, as well as Alaska and Hawaii.

**OPM - (Office of Personnel Management)** - the personnel agency of the executive branch charged with the mission to administer most Federal laws and Executive Orders dealing with all aspects of civilian personnel management and administration in the Federal sector.

**OWCP - (Office of Workers' Compensation Programs)** - where Federal employees can process on the job injury claims.

**PERMISS - (Personnel Management Information and Support System)** - a searchable online system for researching guidance on personnel issues.

**PM&C - (Position Management and Classification)** - title of classification.

**PPP - (Priority Placement Program)** - a complex program for giving higher consideration for employment to different groups of people.

**RDO - (Regular Day Off, maybe referred to as SDO, Scheduled Day Off)** - a regularly scheduled day off for employees participating in a Compressed Work Schedule Tour.

**RIF - (Reduction in Force)** - a process by which Federal employees are placed during furloughs for more than 30 days, Separation or Change to Lower Grade. Please refer to PERMISS for a complete definition.

**RPA - (Request for Personnel Action)** - the document the agency initiates for any type of personnel action.

**RPL - (Reemployment Priority List)** - list of previously displaced employees that should be given first consideration to the type of position they were downgraded from.

**SCD - (Service Computation Date)** - the adjusted date from which you are credited with service time to the Federal government. There are different dates used for different purposes like retirement, RIF standing and leave accrual.

**SES - (Senior Executive Service)** - a position in the executive branch that is classified above GS-15, or is in level IV or V of the Executive Schedule, or an equivalent position, which is not required to be filled by Presidential appointment with Senate confirmation, and in which the incumbent: directs the work of an organizational unit; is held accountable for the success of one or more specific programs or projects; monitors progress toward organizational goals, and periodically evaluates and makes appropriate adjustments to such goals; supervises the work of employees other than personal assistants; or otherwise exercises important policy-making, policy-determining or other executive functions.



# Appendix **D** Glossary, continued

**ST – (Scientific/Professional)** – positions are classified above the GS-15 level and involve high-level research and development. ST positions are established under 5 USC 3104 and are always in the competitive service.

**STATUTE** - Federal Service Labor-Management Relations Statute - the basis of the labor-management relations program, which is in 5 USC 7101 – 7135.

**TAPES - (Total Army Performance Evaluation System)** - current Army Performance Appraisal System. May soon be replaced by the automated system APMS XXI.

**TED - (Total Employee Development)** - a tracking tool designed to track training for civilians, military and any applicable contractor training.

**TIG - (Time in Grade)** - how long you have spent at a particular pay grade.

**TDY - (Temporary Duty)** - generally a training status when you are not reporting to your regular place of duty.

**TMD - (Training Management Division)** - the HRD of CHRA, they oversee training for all civilian personnel.

**TOF - (Transfer of Function)** - deals with the right of employees to accompany their work when it is moved to a different competitive area or geographic location.

**TSP - (Thrift Savings Plan)** - equivalent to a 401k plan for Federal employees, part of your retirement package.

**ULP - (Unfair Labor Practice)** - actions on the part of the activity management or labor organization which violate rights granted under the Federal Service Labor-Management Relations Statute.

**USC - (United States Code)** - the actual law that all regulations are ultimately based upon.

**VERA - (Voluntary Early Retirement Authority)** - allows eligible employees to retire early in order to save themselves from separation or to create vacancies that can be filled by surplus employees who would otherwise be separated.

**VSIP - (Voluntary Separation Incentive Payments - buyout)** - separation incentives used by management as a tool to decrease authorization levels and streamline objectives, while minimizing any potential adverse impact on the workforce.

**VTT - (Video Teleconference Training)** - distance learning accomplished using satellite systems.

**WG - (Wage Grade)** - the “blue collar” hourly paid jobs of the appropriated fund system.





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- White Sands Missile Range, N.M.
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